NOTICE TO STUDENTS

Notice of Student Responsibility:
The information contained in this Catalog does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this catalog. You may view the College's website at www.sccsc.edu for current or the most up-to-date information.

If special accommodations or assistance will be needed, contact Tawana Scott, assistant coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone) or DisabilityServices@sccsc.edu or visit the office located on the central campus in the P. Dan Hull Building, room E-4.

ADA/504 Coordinator and Title IX Coordinator: Ron Jackson, Vice President of Student Affairs at (864) 592-4817.

Transfer Officer: Celia Bauss, SCC registrar, (864) 592-4754

SPARTANBURG COMMUNITY COLLEGE

2014 – 2015 Catalog

107 Community College Drive
Spartanburg, South Carolina 29303
(864) 592-4800 • (866) 591-3700 • www.sccsc.edu

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Access up-to-date SCC information 24/7

You have so much to keep up with already. Why carry around a bulky catalog when the information you need - when you need it - is available online at **www.sccsc.edu**?

Alerts: Emergency and Closings: **www.sccsc.edu/alert**
Twitter Campus Closings and Alerts: **Follow @SCC911 at www.twitter.com/scc911**
Emergency • Campus Police **(864) 592-4911**
If using a campus telephone call **4911**
Tuition & Fees - www.sccsc.edu/tuition
Financial Aid - www.sccsc.edu/FinancialAid
Admissions - www.sccsc.edu/admissions
Campus Tours - www.sccsc.edu/tours
Campus Locations - www.sccsc.edu/locations
Campus Maps & Directions - www.sccsc.edu/maps
SCC Website or Portal help:
Email ITsupport@sccsc.edu
Call (864) 592-4682
Academic Calendar - www.sccsc.edu/academiccalendar
Academic Programs - www.sccsc.edu/credit-programs
Search for Classes - "Search For Classes" on WebAdvisor site
SCCOnline/Distance Learning - www.sccsc.edu/online
Course Transfer/Articulation Information - www.SCTRAC.org
Transcripts - www.sccsc.edu/transcripts
Transfer to University from SCC -www.sccsc.edu/transfer
Transfer to SCC Guidelines - www.sccsc.edu/transfer-guidelines
Student Accounts & Records - www.sccsc.edu/portalto log in and access your individual information
Student Services & Resources - www.sccsc.edu/services
Library: www.sccsc.edu/library
Bookstore: www.sccsc.edu/bookstore
Student Events & Activities - www.sccsc.edu/studentlife
Ask Questions - www.sccsc.edu/contact
Faculty/Staff Directory - www.sccsc.edu/portal then log in for directory information
Publication Downloads - www.sccsc.edu/catalog
Common SCC Phone Numbers
If using a campus phone, dial the last 4 digits:
Admissions - (864) 592-4410
Financial Aid - (864) 592-4810
Records - (864) 592-4681
Toll-free: (800) 922-3679
SCC central campus - (864) 592-4600
SCC Cherokee County Campus - (864) 206-2700
SCC Downtown Campus - (864) 592-4050
SCC Tyger River Campus - (864) 592-6200
Union Co. Advanced Tech. Ctr. (864) 466-1060
College Closings **- (864) 592-4325**
Social Media
Facebook - www.facebook.com/YourCollege *Twitter* - www.twitter.com/SCCyourCollege
YouTube - www.youtube.com/user/SpartanburgCommColl *Flickr* - www.flickr.com/photos/sccsc/sets/*College*

Consumer Information:

Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty:

It is the policy of Spartanburg Community College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

Facility Services at SCC:

Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

SCC central campus – (864) 592-4647
SCC Cherokee County Campus – (864) 206-2802
SCC Downtown Campus - (864) 592-4050
SCC Tyger River Campus – (864) 592-6206
Union County Advanced Technology Center – (864) 466-1060

HEOA (Higher Education Opportunity Act) Institution Disclosure Information:

Spartanburg Community College HEOA information is available through a link called Essential Student Information on each page of the College's website (www.sccsc.edu), addressed in the current catalog and, as appropriate, in each of the academic/administrative departments on the College's central campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

Non-Discrimination Statement

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status or disability in its admission policies, programs, activities or employment practices. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Ron Jackson, Vice President of Student Affairs, who coordinates Title II of the ADA/ADAAA, Section 504, and Title IX at (864) 592-4817. Employees and prospective employees should contact the Director of Human Resources, Rick Teal, at (864) 592-4617.

Notice of Student Responsibility:

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Postmaster Information

: 2014-2015 College Catalog, published March 2014, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student-Right-To-Know:

As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2010 cohort year is 11.7%, and transfer-out rate for 2010 cohort year is 17.5%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 11.4%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 15.1%.
** Information at the time of printing of this catalog.*

Services to Students with Disabilities:

SCC complies fully with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students needing accommodations may contact Tawana Scott, assistant coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone), or DisabilityServices@sccsc.edu, or visit the office in the P Dan Hull Building, room E-4. Ron Jackson, SCC vice president of student affairs, coordinates ADA/Section 504 and EEO/Title IX for students and can be contacted at (864) 592-4817.

Transfer Officer: Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

World Wide Web Address: Spartanburg Community College's home page address is www.sccsc.edu.

President's Welcome

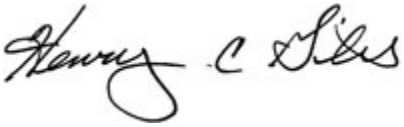
Welcome to Spartanburg Community College! As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, nearly 6,000 students share a common goal of seeking associate degrees and training that lead to rewarding employment and financial stability.

We are dedicated to helping you accomplish your college and career objectives in a way that works best for you. Whether your goal is education leading to a high-growth, high-demand career field or university transfer, SCC offers access to more than 100 associate degree, diploma and certificate programs that lead to growing careers in business, engineering technology and industrial technology, computer technology, health and education. With day, evening, weekend, traditional and online classes at locations in Spartanburg, Cherokee and Union counties, SCC is convenient for recent high school graduates and busy adults who want to begin or advance their careers. Our tuition is the lowest in the region and our quality is excellent, thanks to dedicated faculty, state-of-the-art classrooms and laboratories, and small class sizes. And, because more than 80 percent of new careers today and in the future will require at least an associate degree, your SCC education will continue to pay off for years to come.

I encourage you to use this catalog and the many other resources available to assist you as you plan your academic program at SCC. Most importantly, I encourage you to visit our campus and meet with admissions and/or advising specialists who can assist you.

We are committed to your success – while a student on our campus, after graduation and as a working professional in our community.

Thank you for choosing Spartanburg Community College. We look forward to assisting you in achieving your college and career goals. Our mission is to ensure your success.



Henry C. Giles, Jr.
President
Spartanburg Community College

2014-2015 Academic Calendar*

General Deadlines – Fall 2014	**Date**
Priority registration for returning students Fall 2014	April 7-13
Registration begins for all students for Fall 2014	April 14
Verify Tuition/fee payment and financial aid awards in WebAdvisor	July 1
Financial aid available for Book Inn purchases	August 4-October 14
Deletion for Non-Payment at 5:00pm (First deletion)	August 6
Registration, Downtown Campus	August 11; 9am – 6 pm
Registration, Union County Advanced Technology Center	August 11; 9am – 1pm
Registration, Cherokee County Campus	August 12; 9am – 6 pm
Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)	August 13-15
Registration, Tyger River Campus	August 13; 9am – 6pm
Deletion for Non-Payment at 5:00pm (Second deletion)	August 14
Late Registration Begins	August 15
Labor Day holiday (College Closed)	September 1
Checks mailed to students with financial aid funds remaining in accounts	October 27
Deadline for graduation applications	November 14
Thanksgiving holiday (College Closed)	November 27 - 30
Fall grades submitted	December 11
Christmas/New Year holidays (College closed)	December 20 - Jan 4

General Deadlines – Spring 2015	**Date**
Priority registration for returning students for Spring 2015	October 13-19
Registration begins for all students for Spring 2015	October 20
Verify Tuition/fee payment and financial aid awards in WebAdvisor	November 3

Financial aid available for Book Inn purchases	December 17-March 6
Registration, Downtown Campus	January 6; 9am – 6pm
Registration, Cherokee County Campus	January 6; 9am – 6pm
Registration, Union County Advanced Technology Center	January 6; 9am – 1pm
Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)	January 7 – 9
Registration, Tyger River Campus	January 6; 9am – 6pm
Deletion for Non-Payment at 5:00 pm	January 8
Late Registration Begins	January 9
Martin Luther King, Jr. holiday (College closed)	January 19
Checks mailed to students with financial aid funds remaining in accounts	March 16
Spring break (no classes)	March 30 - April 5
Spring grades submitted	May 4
Graduation	May 7

General Deadlines – Summer 2015	**Date**
Priority registration for returning student for Summer 2015	March 16 – 22
Registration begins for Summer 2015	March 23
Verify Tuition/fee payment and financial aid awards in WebAdvisor	April 6
Financial aid available for Book Inn purchases	May 11-June 23
Registration, Cherokee County Campus	May 12; 9am – 6pm
Registration, Union County Advanced Technology Center	May 12; 9am – 1pm
Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)	May 13 - 14
Registration, Tyger River Campus	May 12; 9am – 6pm
Registration, Downtown Campus	May 12; 9am – 6pm

Deletion for Non-Payment at 5:00 pm	May 14
Late Registration Begins	May 15
Memorial Day holiday (college closed)	May 25
Deadline for graduation applications	June 12
Checks mailed to students with financial aid funds remaining in accounts	July 2
Independence Day (College closed)	July 4
Summer grades submitted	July 24

*The above calendar is an abbreviated version of the full academic calendar for 2014-2015, which can be found on the SCC Website. These dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check the SCC website at www.sccsc.edu/academiccalendar for updates to the academic calendar.

Spartanburg Community College Administration

Mr. Henry C. Giles, Jr. ..... President
Dr. Cheryl A. Cox ..... Senior Vice President of Academic Affairs
Mr. L. Ray Switzer ..... Vice President of Business Affairs
Mr. Ronald Jackson ..... Vice President of Student Affairs
Mr. P. Michael Forrester ..... Executive Assistant to the President & Director of Economic Development
Mr. Samuel S. Hook ..... Executive Director of Advancement and SCC Foundation

Spartanburg County Commission for Technical and Community Education

Mr. Bart C. Winkler, Secretary ..... School District No. 1
Mr. Eugene S. (Sonny) Anderson ..... School District No. 2
Mr. Tracy W. Keller ..... School District No. 3
Mr. F. Gary Towery ..... School District No. 4
Mr. William Bruce Johnson, Chairman ..... School District No. 5
Mr. William G. Sarratt ..... School District No. 6
Mr. Anthony D. Bell ..... School District No. 7
Mr. Gregory M. Tate ..... Cherokee County
Mr. Stanley O. Vanderford ..... Union County
Mr. James M. Folk, Vice Chairman ..... Member at Large
Ms. Kimberly A. Fowler ..... Member at Large

Ex Officio

Dr. C. Scott Turner ..... Superintendent, School District No. 5
Mr. J. Whitner (Whit) Kennedy, Jr. ..... Chairman, Spartanburg County Planning Commission

S.C. State Board for Technical and Comprehensive Education

Mr. Warren L. Helm ..... 1st Congressional District
Mr. Robert E. Barnett ..... 2nd Congressional District
Mr. Bettis C. Rainsford ..... 3rd Congressional District
Mr. Stephen J. Burry ..... 4th Congressional District
Mr. Ralph A. Odom, Jr. ..... 5th Congressional District
Vacant (2/25/13) ..... 6th Congressional District
Mr. Dan P. Gray ..... 7th Congressional District
Mr. Montez C. Martin, Chairman ..... Member at Large
Mr. Bruce H. Ellis ..... Member at Large
Mr. Robert A. Wilson ..... Member at Large
Dr. Gwendolyn A. Bright ..... Member at Large

Ex Officio

Dr. Mick Zais ..... State Superintendent of Education, State Department of Education
Dr. James C. Williamson ..... System President, South Carolina Technical College System
Mr. Robert M. Hitt, III ..... Secretary of Commerce, S.C. Department of Commerce

Accreditations

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Spartanburg Community College.

The College offers programs accredited by the following:

- Accrediting Commission of the American Culinary Federation Foundation (ACF)
- American Society of Health-System Pharmacists (ASHP)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 7601, www.coarc.com
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355 (Note: Includes the Accreditation Review Committee on Education in Technology and the American Association of Medical Assistants)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail @jrcert.org
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naacls.org
- National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, www.naeyc.org
- National Automotive Technicians Education Foundation (NATEF) - Automotive Service Excellence
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971
- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree NE, Suite 850,

Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, www.acenursing.org
- South Carolina Department of Labor, Licensing and Regulation Board of Nursing (This board is a certifying board for approval of offering the program. It is not an accrediting agency.)
- Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700

College Vision

To change the lives and build the futures of our students and to be a catalyst for economic development through innovation, collaboration and excellence in educational programs and services.

College Mission

Spartanburg Community College (SCC) provides affordable access to high-quality technical, transfer and lifelong professional and personal development programs in a teaching and learning environment that prepares students for success. The College is a key community partner in advancing the Upstate's economy.

College Role and Scope

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

College Credit Programs

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Corporate and Community Education Programs (Non-Credit Programs)

SCC serves approximately 5,000 students annually through classroom, hybrid and online learning courses. The college provides professional and career development programs for business and industry, manufacturing, health care, nonprofits, and governmental agencies. The college provides customized training and development courses to business and industry. Personal enrichment are also offered.

Student Development Programs and Services

SCC provides opportunities that promote college readiness for students who are unprepared for college-level courses. These opportunities are provided through a wide variety of academic and student support services with an emphasis on preparing the student to enter and be successful in a program of study that builds academic and employability skills as well as personal and professional growth.

Economic Development Services

SCC proactively seeks to promote business growth in the service area through its Center for Business and Entrepreneurial Development.

College Values

Learning: We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

Excellence: We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

Diversity: We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, and respect and fairness.

Partnerships: We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve the quality of life. We participate in the community's growth and development, and encourage faculty and staff to serve as leaders and role models.

Accountability: We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to meet student and community needs.

Approved by the Spartanburg County Commission for Technical and Community Education on March 15, 2010.
Approved by the South Carolina Commission for Higher Education on May 12, 2010.

Student Outcomes

Spartanburg Community College engages in a process of quality enhancement through continuous assessment and improvement. In an effort to support the College's mission, each degree, diploma, and certificate offered at the College has faculty-developed learning outcomes that are included in this catalog, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies. Publications related to SCC's institutional learning outcomes and learning assessment procedures can be found in the office of the Associate Vice President of Instruction.

Associate Degree General Education Competencies

Associate Degree Requirements

Every associate degree at Spartanburg Community College includes a minimum of 15 credit hours of general education courses as an integral component of the College's graduation requirements. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. In order to promote

intellectual inquiry, general education courses present a breadth of knowledge, not focusing on skills, techniques, and procedures specific to the student's occupation or profession.

Rationale

Spartanburg Community College has developed general education competencies that are designed to support the College's values. The general education component develops lifelong learners through the introduction of a broad liberal arts requirement. While each associate degree may contain different courses, each program of study introduces students to five essential general education competencies.

General Education Competencies

Students who complete the general education graduation requirement will be able to demonstrate

rationality, logic, and coherence, through critical thinking;

their ability to write effectively;

their ability to express themselves effectively in quantitative and qualitative terms;

their knowledge of global, political, social, economic, diverse, and historical perspectives; and

their ability to access, retrieve, synthesize, and evaluate information.

Spartanburg Community College has identified courses which, when completed as part of the general education requirement, will allow students to achieve each competency.

General Education Requirements

To graduate from Spartanburg Community College, each candidate for an associate's degree must meet program specific requirements. All programs identify a minimum of 15 credit hours from the following course options. As a minimum, each student must complete:

1. ENG 101 or ENG 165
2. At least 3 credits from the Natural Sciences and Mathematics general education course list.

NATURAL SCIENCES/MATHEMATICS

AST 101	SOLAR SYSTEM ASTRONOMY
AST 102	STELLAR ASTRONOMY
BIO 101	BIOLOGICAL SCIENCE I
BIO 102	BIOLOGICAL SCIENCE II
BIO 112	BASIC ANATOMY AND PHYSIOLOGY
BIO 210	ANATOMY & PHYSIOLOGY I
BIO 211	ANATOMY & PHYSIOLOGY II
BIO 215	ANATOMY
BIO 216	PHYSIOLOGY
BIO 225	MICROBIOLOGY
BIO 240	NUTRITION
CHM 105	ENERAL ORGANIC & BIOCHEMISTRY
CHM 110	COLLEGE CHEMISTRY I
CHM 111	COLLEGE CHEMISTRY II
CHM 211	ORGANIC CHEMISTRY I
CHM 212	ORGANIC CHEMISTRY II
MAT 110	COLLEGE ALGEBRA
MAT 111	COLLEGE TRIGONOMETRY
MAT 120	PROBABILITY & STATISTICS
MAT 130	ELEMENTARY CALCULUS
MAT 132	DISCRETE MATH

MAT 140	ANALYTICAL GEOMETRY & CALCULUS I
MAT 141	ANALYTICAL GEOMETRY & CALCULUS II
MAT 155	CONTEMPORARY MATHEMATICS
MAT 165	STATISTICS
MAT 168	GEOMETRY & TRIGONOMETRY
MAT 170	ALEGBRA, GEOMETRY, & TRIGONOMETRY I
MAT 211	MATH FOR ELEMENTARY EDUCATION I
MAT 212	MATH FOR ELEMENTARY EDUCATION II
MAT 215	GEOMETRY
MAT 220	ADVANCED STATISTICS
MAT 240	ANALYTICAL GEOMETRY & CALCULUS III
MAT 242	DIFFERENTIAL EQUATIONS
PHS 101	PHYSICAL SCIENCE I
PHS 102	PHYSICAL SCIENCE II
PHY 201	PHYSICS
PHY 202	PHYSICS II
PHY 221	UNIVERSITY PHYSICS I
PHY 222	UNIVERSITY PHYSICS II

3. At least 3 credits from the Social/Behavioral Sciences general education course list.

SOCIAL/BEHAVIORAL SCIENCES

ANT 101	GENERAL ANTHROPOLOGY
ECO 201	ECONOMIC CONCEPTS
ECO 210	MACROECONOMICS
ECO 211	MICROECONOMICS
GEO 101	INTRODUCTION TO GEOGRAPHY
GEO 102	WORLD GEOGRAPHY
HIS 101	WESTERN CIVILIZATION TO 1689
HIS 102	WESTERN CIVILIZATION POST 1689
HIS 104	WORLD HISTORY I
HIS 105	WORLD HISTORY II
HIS 112	NONWESTERN CIVILIZATION
HIS 115	AFRICAN-AMERICAN HISTORY
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT
HSS 205	TECHNOLOGY AND SOCIETY
PSC 201	AMERICAN GOVERNMENT
PSC 215	STATE & LOCAL GOVERNMENT
PSC 220	INTRODUCTION TO INTERNATIONAL RELATIONS
PSY 103	HUMAN RELATIONS
PSY 201	GENERAL PSYCHOLOGY
PSY 203	HUMAN GROWTH & DEVELOPMENT
PSY 212	ABNORMAL PSYCHOLOGY
PSY 214	PSYCHOLOGY OF THE EXCEPTIONAL CHILD
SOC 101	INTRODUCTION TO SOCIOLOGY
SOC 102	MARRIAGE AND THE FAMILY
SOC 205	SOCIAL PROBLEMS

4. At least 3 credits from the Humanities/Fine Arts general education course list.

ART 101	ART HISTORY AND APPRECIATION
ART 107	HISTORY OF EARLY WESTERN ART
ART 108	HISTORY OF WESTERN ART
ENG 102	ENGLISH COMPOSITION II
ENG 201	AMERICAN LITERATURE I
ENG 202	AMERICAN LITERATURE II
ENG 205	ENGLISH LITERATURE I
ENG 206	ENGLISH LITERATURE II
ENG 208	WORLD LITERATURE I
ENG 209	WORLD LITERATURE II

ENG 228	STUDIES IN FILM GENRE
ENG 235	SOUTHERN LITERATURE
ENG 236	AFRICAN AMERICAN LITERATURE
ENG 238	CREATIVE WRITING
FRE 101	ELEMENTARY FRENCH I
FRE 102	ELEMENTARY FRENCH II
FRE 201	INTERMEDIATE FRENCH I
FRE 202	INTERMEDIATE FRENCH II
GER 101	ELEMENTARY GERMAN I
GER 102	ELEMENTARY GERMAN II
GER 201	INTERMEDIATE GERMAN I
GER 202	INTERMEDIATE GERMAN II
HSS 101	INTRODUCTION TO HUMANITIES
HSS 111	MYTH AND FOLKLORE OF HISPANIC/LATINO CULTURES
MUS 105	MUSIC APPRECIATION
PHI 101	INTRODUCTION TO PHILOSOPHY
PHI 110	ETHICS
REL 101	INTRODUCTION TO RELIGION
REL 104	EARLY CHRISTIAN HISTORY AND LITERATURE
REL 105	EARLY JEWISH HISTO RY AND LITERATURE
REL 201	RELIGIONS OF THE WORLD
SPA 101	ELEMENTARY SPANISH I
SPA 102	ELEMENTARY SPANISH II
SPA 201	INTERMEDIATE SPANISH I
SPA 202	INTERMEDIATE SPANISH II
SPA 213	HISPANIC/LATINO HISTORY & CULTURE
SPC 205	PUBLIC SPEAKING
SPC 209	INTERPERSONAL COMMUNICATION
SPC 212	SURVEY OF MASS COMMUNICATION
THE 101	INTRODUCTION TO THEATRE
THE 105	FUNDAMENTALS OF ACTING

5. Additional credits from the general education course list to meet the 15 minimum credit requirement.

NOTE: Courses in basic composition that do not contain a literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement in CR 2.7.3.

NOTE: If a foreign language is chosen to satisfy a degree program's Humanities requirement, the course must be at the 102 level or higher.

Exceptions/Course Substitutions: Students who wish to apply for a course substitution or exception to the general education policy may appeal to the Assessment Committee. The general education requirement will not be waived by Spartanburg Community College.

The SCC Corporate & Community Education Division

The Corporate & Community Education Division at Spartanburg Community College provides training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses. Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training

- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

The Spartanburg Community College Foundation

The Spartanburg Community College Foundation's purpose is to provide support for the advancement of the College's mission. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades and capital improvements. The Foundation also provides real property in support of campus growth.

As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission. The Foundation is home to the SCC Alumni Association which actively connects SCC graduates to their alma mater.

Spartanburg Community College Campus Maps

SCC Central Campus
SCC Cherokee County Campus
SCC Downtown Campus
SCC Tyger River Campus
Union County Advanced Technology Center

Admissions Policies

Spartanburg Community College is dedicated to serving the educational needs of all who can benefit from its courses and programs. In order to fulfill the South Carolina Technical Education System's educational mission and to provide students with the opportunity to achieve their education goals, SCC is essentially an "open door" institution. Open door admission is a practice that admits all citizens who can benefit from available learning opportunities, but does not mean that there are no entrance requirements. In most programs of study various entrance requirements and/or prerequisites are a necessity. SCC places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. Although applicants for admission may not meet the requirements for entering a particular program of study, SCC has the ability, through transitional studies, to help them attain their academic goals. Consistent with statutory requirements and existing policies, SCC makes every effort to minimize geographic, financial and scholastic barriers to the postsecondary programs and services offered by the College.

Admission to specific programs requires that applicants have appropriate educational preparation as measured by skills assessment scores and/or prerequisite courses. When scores indicate that an applicant is not prepared to enter a particular program, he or she will be offered the appropriate course or courses to provide the needed preparation. This preparation may include referral to other schools or agencies to meet specific needs. Information on skills assessment score requirements, including those unique to each of the College's divisions, is available in the admissions center. Required preparatory course work may extend the length of time necessary for program completion.

The South Carolina Illegal Immigration Reform Act (S.C. Code of Laws Section 59-103-5) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. SCC will verify lawful presence at the time of application to the College and will verify any alien's immigration status with the federal government pursuant to 8 USC Section 1373(c). An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State.

All documents submitted become the permanent property of Spartanburg Community College.

Regular Admission Requirements

Because the demand for some programs of study exceeds the number of openings, students should apply for admission as early as possible. To assure proper processing of application and registration materials and to allow for counseling, advising and orientation, applicants should apply at least four weeks prior to registration.

All prospective students applying for admission into a curriculum program at SCC must:

- Complete and submit a SCC Application for Admission and pay the non-refundable application fee of $25, (students re-entering after being away three consecutive semesters, including summer, must submit a new application); application available online at https://applynow.sccsc.edu/Datatel.ERecruiting.Web.External/Pages/welcome.aspx and from the admission center on any SCC campus; and
- Be 18 years of age or older, and
- Have earned a high school diploma or a GED and provide an official high school transcript that displays a graduation date and GPA determined by the SC Department of Education Universal Grading Policy or provide official GED scores. Applicants who have earned an associate degree or higher from an accredited institution are not required to verify high school graduation or the equivalent provided they submit an official college transcript verifying the highest degree earned; and

- Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement are accepted in lieu of skills assessment. Applicants with previous college credit (including credit from SCC) may exempt all or a portion of the ASSET or COMPASS assessment based on the college courses satisfactorily completed with a grade of "C" or higher; and
- Request an official copy of all transcripts from other colleges and universities attended be sent to SCC, and
- Meet with an admissions officer prior to official acceptance to the College to review the results of the skills assessment, discuss program-specific entrance requirements and review all pertinent campus resources and services.
- Any exception for admission must be approved by the SCC Associate Vice President of Enrollment Management and Retention.

Readmission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current catalog for their program. These guidelines may affect the applicability of previously completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions center. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

Change in Program of Study

SCC students who want to enroll in a new program of study must complete a SCC Request for Program Change form indicating the new program of study. Request for Program Change forms are available in the admissions center or the advising center located on any SCC campus.

Residency

SCC is required to determine the residence classification of applicants at the time of admission for tuition and fee purposes. A resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the semester for which resident status is sought. In addition to this requirement, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate except for those in certain approved non-immigrant visa classifications.

The initial residency status determination is made at the time of admission, and any determination made thereafter, prevails for each subsequent semester until the determination is successfully appealed. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Appeals and all supporting documentation must be received at least one week prior to the first day of class of the semester for which payment of in-state or in-county fees is requested. Inquiries about residency requirements and determinations should be directed to the Admissions Center. International students are not considered residents of the State until they gain permanent resident status from the Department of Homeland Security.

Students who have not resided in South Carolina for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of-country tuition. Persons in the following categories may qualify to pay in-state fees without

having to establish a permanent home in the State for 12 months. Persons who qualify under any of the following categories must meet the conditions of the specific category on or before the first day of classes of the semester for which payment of in-state fees is requested:

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for an additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina, and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled and are employed full-time in South Carolina and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state. The dependents of such persons are also eligible.

Residents of North Carolina or Georgia with Full-Time Employment in South Carolina

Residents of North Carolina or Georgia who are employed full-time in South Carolina are eligible to pay in-state fees.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity and who reside in South Carolina and have been domiciled in South Carolina as prescribed in the statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

Special Admission Categories

Admission of Special Applicants Programs (ASAP)

Special Students

Applicants who are 18 years of age or older and wish to enroll in classes to improve their skills but do not wish to pursue a degree, diploma or certificate may enroll on a space available basis. ASAP students are not eligible for VA benefits or financial aid. ASAP students desiring to take technology courses may exempt skills assessment if approval is received from the department chair of the technology program in which the course belongs. ASAP

applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of the skills assessment unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met. If an ASAP student later decides to enroll in a curriculum program, all regular admission requirements must be met.

Applicants whose educational goal is to transfer credit hours to another college or university should apply for regular admission to the College in the Associate of Arts or Associate of Science program.

Transient Students

Students enrolled at other colleges and who wish to take courses at SCC for the purpose of transferring the credit hours back to the home institution may do so by submitting a SCC Application for Admission. It is the responsibility of the student to determine if the courses at SCC will transfer to the home institution. Students are advised to submit a completed transient permission form from their home institution detailing the courses for which they have approval to take at SCC; if a transient permission form or a college transcript is not submitted, the applicant must complete the appropriate section of the ASSET or COMPASS skills assessment or submit copies of ACT or SAT scores. Transient students are considered non-degree seeking students and thus are not eligible for VA benefits or financial aid at SCC.

Early Admission Programs

Early College Program

The Early College Program is a dual credit program that provides eligible junior and senior high school students who are 16 years of age or older an opportunity to enroll in SCC courses prior to graduation from high school. Courses offered include general education and technical career courses that may be applied toward many SCC programs of study. Dual credit courses are offered on the campuses of SCC and at participating high schools and career centers. Students receive credit on their high school transcript as well as on an SCC transcript. Completion of courses in the Early College program does not constitute the waiver of any regular admission requirements for later acceptance into a program of study at SCC. Permission from the student's parent or guardian as well as the high school or career center principal/director or designee is required to participate in the Early College program. The student is responsible for any tuition, fees, supplies and textbook costs associated with enrollment in dual credit courses. If the student subsequently enrolls at SCC after high school graduation, all courses attempted will count in the evaluation of satisfactory academic progress and may affect financial aid eligibility. It is the student's responsibility to determine transferability of individual courses to colleges other than those in the South Carolina Technical College System. The South Carolina illegal Immigration Reform Act (SC Code Ann.59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Students enrolling in dual credit courses must attest that they are a U.S. citizen, a legal permanent resident of the United States, or an alien lawfully present in the United States.

All students interested in applying for the Early College program must:

- Complete and submit the Early College Prospect and Application Form.
- Complete and submit the Early College Permission and Registration Form.
- Complete the ASSET or COMPASS skills assessment required for the course(s) considered for dual credit enrollment. SAT or ACT scores that meet the minimum college requirement may be accepted in lieu of skills assessment.

Any exception for admission to the Early College program must be approved by the Associate Vice President of Enrollment Management and Retention.

Non-High School Graduates

Applicants who are at least 18 years of age but have not earned a high school diploma or a GED may apply for admission to selected industrial technology certificate programs only. Provisional acceptance into welding; industrial electricity; or heating, ventilation, air conditioning and refrigeration technology will be contingent on approved placement or assessment scores and the referral of the student to a local adult education program. Enrollment will be based on concurrent and continuing participation in an adult education program; a GED or high school diploma must be obtained before a student can apply to graduate from a program.

Business Technology Division and Health and Human Services Division

Click here for detailed information on special admission procedures for these divisions.

International Students

Any applicant who requests a student visa, transfers from another college under a student visa or possesses a visa other than one approved by the College and the Student and Exchange Visitor Information System (SEVIS) is classified as an international student.

It is recommended that International students complete the regular admission requirements at least one semester prior to enrollment. In addition, international applicants must submit the following:

- An SCC Transfer Clearance Form if you are currently attending another college in the United States and wish to transfer to Spartanburg Community College
- An official English translation of secondary and postsecondary records and transcripts. All international transcripts must be evaluated by an approved evaluation service and sent directly to Spartanburg Community College.
- A score report from Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper exam) or 63 (internet exam).
- Original financial documentation as required by the U.S. government (certified or notarized bank letter on official bank stationary dated within the last three months in the amount of $19,556.00 USD)
- Affidavit of Support (Form I-134)
- Completion of Immigration Fee Remittance Form I-901 and payment of SEVIS fee
- A tuition deposit to cover tuition and fee costs for 2 semesters
- Proof of medical insurance

An I-20 will be completed and issued to the student by an admissions representative after the applicant completes the above requirements.

Senior Citizens

South Carolina residents who are 60 years of age or older and who are not employed full time may enroll tuition free on a space available basis. The student must comply with all admission criteria to include enrollment restrictions in certain classes and all other standards set forth by the College. Senior citizen tuition waivers do not waive all fees. The student is responsible for the payment of all other fees assessed by the College at the time of registration as well as for the purchase of course materials, textbooks and supplies. Other fees include, but are not limited to, the application fee, enrollment fee, online course fee and lab fee. Fee waivers will only be considered for courses listed on the Senior Citizen Tuition Waiver form and only if processed during the senior citizen registration period which begins after the final term deletion for non-payment. Senior citizens who register prior to the senior citizen registration period assume all financial liability for any course registration. Students using the tuition waiver may not be forced into a closed course section. All grants and scholarships will be applied to the student's tuition before a waiver is awarded. Information about senior citizen waivers can be found in Students Records and the Business Office.

Exemption Policy

The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College to receive a degree, diploma or certificate from Spartanburg Community College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report to award credit.

Articulation (Technical Advanced Placement, TAP)

Students enrolled in approved courses at participating secondary schools may receive exemption credit for course requirements through the validation of competencies gained at secondary schools. Upon completion of the TAP approved course(s) the secondary school instructor(s) will evaluate the student's performance based on measures developed by SCC faculty and will determine if credit is recommended. SCC faculty will verify assessment results to determine if TAP (exemption) credit should be awarded and will forward notification to the records office. A minimum percentile score of 80% must be achieved for students to receive a letter grade of an "E" on an SCC transcript. This grade will satisfy the course graduation requirement in applicable SCC programs but will not be calculated in the student's SCC GPA. Students must enroll at SCC within 18 months following their high school graduation to receive TAP credit on an SCC transcript and must notify the records office upon admission to SCC to request their TAP credit be recorded.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept scores of CLEP exams administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

Credit by Examination

Students may receive exemption credit for previous academic or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or for which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact the program department chair to determine eligibility and the examination format and to schedule an examination date. The program department chair will provide the proper authorization form to the student; the student should then pay a fee of $50 per course at the SCC business office prior to the scheduled examination date. The student must present the authorization form and business office receipt to the program department chair or designated teaching faculty when arriving for the scheduled examination.

Experiential Learning and Professional Certifications

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. A student seeking credit for experiential learning should contact the program department chair to determine eligibility and the credit to be awarded. The teaching faculty in the subject area in which credit is sought will assist in determining the appropriate method of evaluation and the time frame for completion. Methods may include possession of professional certification, a portfolio demonstrating applicable skills or other documentation of acquired knowledge. Once the evaluation has been scheduled the program department chair will provide the proper authorization form to the student; the student should then pay a fee of $50 per course at the SCC business office. The student must present the authorization form and business office receipt to the program department chair or teaching faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of the required program semester hours for experiential learning. Students who have completed qualified courses in the College's Corporate & Community Education Division may apply for College credit through experiential learning. Students should contact the Corporate & Community Education Division for information and a list of qualified courses.

International Baccalaureate (IB) Credit

Students (who are first time freshmen) may receive SCC credit for scores of 4 or higher on selected international baccalaureate examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB examination score report in order to award credit.

Mixed Enrollment Courses

Spartanburg Community College may choose to enroll both credit and CCE students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

Service Members Opportunity Colleges (SOC)

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Fees

No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Community College and pay a fee of $50 per course. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified corporate and community education courses at the College may apply for experiential learning credit and pay a fee of $50 per course.

Transferring Credit Hours to SCC

Students who have earned credit hours from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

- An official transcript reflecting credit hours from the granting institution must be on file at SCC,
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department

chair. SCC normally accepts transfer credit only from accredited colleges (for example, those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis,

- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program,
- Students must have earned a grade of "C" or higher in courses presented for transfer credit evaluation.

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

A. The institution's definition of a transfer student.

B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Information about course equivalencies and transfer agreements.

E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed

in each Transfer Block will be reviewed periodically by the Commission’s Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

> Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm.

Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.

- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including Institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

A. Include the *Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina*.

B. Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

Appendix A -Statewide Articulation Agreement:

Technical College Courses Transferable to Senior Institutions

ACC 101	**Accounting Principles I**
ACC 102	**Accounting Principles II**
ANT 101	**General Anthropology**
ART 101	**History and Appreciation of Art**
ART 105	*Film as Art*
AST 101	**Solar System Astronomy**
AST 102	**Stellar Astronomy**
BIO 101	**Biological Science I**
BIO 102	**Biological Science II**
BIO 210	**Anatomy and Physiology I**
BIO 211	**Anatomy and Physiology II**
BIO 225	**Microbiology**
CHM 110	**College Chemistry I**
CHM 111	**College Chemistry II**
CHM 112	*College Chemistry II*
CHM 211	**Organic Chemistry I**
CHM 212	**Organic Chemistry II**
ECO 210	**Macroeconomics**
ECO 211	**Microeconomics**
ENG 101	**English Composition I**
ENG 102	**English Composition II**
ENG 201	**American Literature I**
ENG 202	**American Literature II**
ENG 203	*American Literature Survey*
ENG 205	**English Literature I**
ENG 206	**English Literature II**
ENG 208	**World Literature I**
ENG 209	**World Literature II**
ENG 214	*Fiction*
ENG 218	*Drama*
ENG 222	*Poetry*
ENG 230	*Women in Literature*
ENG 236	**African American Lit**
ENG 260	**Advanced Technical Communications**
FRE 101	**Elementary French I**
FRE 102	**Elementary French II**
FRE 201	**Intermediate French I**
FRE 202	**Intermediate French II**
GEO 101	**Introduction to Geography**
GEO 102	**World Geography**
GER 101	**Elementary German I**
GER 102	**Elementary German II**
HIS 101	**Western Civilization to 1689**
HIS 102	**Western Civilization Post 1689**
ACC 101	**Accounting Principles I**
HIS 201	**American History Discovery to 1877**
HIS 202	**American History: 1877 to present**
MAT 110	**College Algebra**
MAT 111	**College Trigonometry**
MAT 120	**Probability and Statistics**
MAT 122	*Finite College Math*
MAT 130	**Elementary Calculus**
MAT 140	**Analytical Geometry & Calculus I**
MAT 141	**Analytical Geometry & Calculus II**
MAT 240	**Analytical Geometry I & Calculus III**
MAT 242	**Differential Equations**
MUS 105	**Music Appreciation**
PHI 101	**Introduction to Philosophy**
PHI 105	*Introduction to Logic*
PHI 106	*Logic II Inductive Reasoning*
PHI 110	**Ethics**
PHI 115	*Contemporary Moral Issues*
PHY 201	**Physics I**
PHY 202	**Physics II**
PHY 221	**University Physics I**
PHY 222	**University Physics II**
PHY 223	*University Physics III*
PSC 201	**American Government**
PSC 215	**State and Local Government**
PSY 201	**Introduction to Psychology**
PSY 203	**Human Growth & Development**
PSY 208	*Human Sexuality*
PSY 212	**Abnormal Psychology**
SOC 101	**Introduction to Sociology**
SOC 102	**Marriage and the Family**
SOC 205	**Social Problems**
SOC 206	*Social Psychology*
SOC 210	*Juvenile Delinquency*
SOC 220	*Sociology and the Family*
SOC 235	*Thanatology*
SPA 101	**Elementary Spanish I**
SPA 102	**Elementary Spanish II**
SPA 201	**Intermediate Spanish I**
SPA 202	**Intermediate Spanish II**
SPC 205	**Public Speaking**
SPC 210	*Oral Interpretation of Literature*
THE 101	**Introduction to Theater**

Spartanburg Community College courses are shown in **bold**. State approved transfer courses not currently listed in the SCC catalog are shown in *italics.* (Revised 12-08.)

Financial Aid

Operating Principles

Financial aid programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services. To participate in federal student financial aid programs, SCC is required by federal regulation to coordinate the delivery of all funds from all sources to students. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

When and How to Apply

To determine whether a student is eligible for a federal financial aid program, South Carolina Need Based Grant or Lottery Tuition Assistance, the student and his or her family must complete the *Free Application for Federal Student Aid (FAFSA)*. The address for FAFSA on the Web is www.fafsa.gov. The student and parent (if dependent) should apply for a PIN at www.pin.ed.gov prior to starting FAFSA on the Web so that the application can be signed electronically and tax information can be transferred from the IRS. SCC's Title IV school code is 003994.

The FAFSA must be completed once per year between January and May for the following school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January) and the following summer semester (begins in May). **The priority deadline is May 1.**

How Does The Process Work

Complete and file your IRS tax return. Next, approximately two weeks after filing the IRS tax return, complete the FAFSA and include SCC's Title IV school code, 003994. Simplify the process by using the IRS Data Retrieval option when tax return data is requested. This saves you time and expedites the application process. After submitting the FAFSA, the student will receive a Student Aid Report (SAR), and SCC will receive the application data electronically.

If additional information is needed to complete a student's file, he or she will receive an email to the SCC email account. Items needed can be viewed through MySCC Portal in WebAdvisor under Financial Aid, then My Documents. Submit the requested information as soon as possible and make sure all documents are signed.

Once the student's file is complete, he or she will receive an email to the SCC email account. The student can view or print the financial aid award letter and all financial aid award letter inserts through MySCC Portal in WebAdvisor under Financial Aid. Read everything thoroughly.

Communication with Students

MySCC Portal provides online services to SCC students such as student email accounts, campus announcements, message boards, calendars and discussion groups. Through WebAdvisor in MySCC Portal, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well.

The majority of communications from financial aid will be sent to student SCC email accounts. Students must review their email and announcements regularly through MySCC Portal to ensure they have the latest information about their financial aid status.

Determination of Financial Need

SCC's financial aid programs assist students who have financial need as determined by the federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total cost of attendance (student budget) is an estimate of the total cost a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, personal and transportation expenses. Samples of student budgets for 2014-2015 follow.

Spartanburg County Resident	With Parent	All Others
Tuition/Fees	$3,940	$3,940
Books/Supplies	$1,200	$1,200
Room/Board	$2,266	$6,183
Personal	$2,952	$2,952
Transportation	$2,402	$2,402
Total	$12,760	$16,677

Cherokee County Resident	With Parent	All Others
Tuition/Fees	$3,940	$3,940
Books/Supplies	$1,200	$1,200
Room/Board	$2,266	$6,183
Personal	$2,952	$2,952
Transportation	$4,004	$4,004
Total	$14,362	$18,279

Union County Resident	With Parent	All Others
$4,514	$4,514	$4,514
Books/Supplies	$1,200	$1,200
Room/Board	$2,266	$6,183
Personal	$2,952	$2,952
Transportation	$5,606	$5,606
Total	$16,538	$20,455

Out-of-County Resident	With Parent	All Others
$4,514	$4,896	$4,896
Books/Supplies	$1,200	$1,200
Room/Board	$2,266	$6,183
Personal	$2,952	$2,952

Out-of-County Resident	With Parent	All Others
Transportation	$5,606	$5,606
Total	$16,920	$20,837

**Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change.*

Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Be enrolled or accepted for enrollment in an eligible program
- Be a regular student
- Have a high school diploma or GED
- Be a U.S. citizen or eligible non-citizen
- Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Direct loans)
- Be registered with the Selective Service (males only)
- Not be in default on a federal student loan borrowed for attendance at any institution
- Not have borrowed in excess of federal loan limits
- Not owe a repayment on a federal grant or scholarship received for attendance at any institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- Provide a valid social security number

Eligible Programs/Courses, Enrollment Status and Repeated Courses

A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED) and continuing education courses are not eligible courses. Audited classes will not be considered in determining a student's enrollment status. Students enrolled as a special or transient student in an Admission of Special Applicants Program (ASAP) are not eligible for financial aid or VA benefits. Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study. For federal aid programs only, once a student has completed a course two times, that course cannot count in the enrollment status.

The amount in the original award notification is based on full-time enrollment. A student who is not full-time will have his or her award reduced based on the actual number of credit hours enrolled. Remember that students who are not full-time do not pay as much for tuition and fees. A student's enrollment status is determined through the census date of each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status through the census date. All the terms in a semester are combined to determine the enrollment status for that semester. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in 9 to 11 credit hours. Half-time status consists of enrollment in 6 to 8 credit hours. Less than half-time status is enrollment in 1 to 5 credit hours.

How A Student Receives Assistance

A student who applies in time and is eligible can use financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. A student may request to “opt out” of purchasing books at the SCC Book Inn and may request an allowance to purchase books and supplies elsewhere by submitting to the business office a Request to Opt Out form by the first day of class for each semester the student wishes to use an

allowance. Funds available after tuition, fees, books and/or supply expenses have been paid will be disbursed by the business office. Dates will be printed in the *SCC Student Planner & Handbook* and in the *SCC Enrollment & Registration Guide*. For convenience, quick access and safety, sign up for direct deposit. Go through MySCC Portal to WebAdvisor, select Student Financial Information then select Bank Information. All financial aid awards are considered estimated awards until aid transmits to student accounts in the SCC business office.

Students who receive a Federal Work Study award and obtain employment through this program are paid once a month.

Transferring

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Community College must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to SCC. SCC's Title IV school code is 003994. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school.

Summer Aid

Financial aid for summer is available to those students who qualify and will be awarded separately from the fall and spring semesters. Students do not have to complete another FAFSA just for summer if they have already applied for the previous award year. If a student begins classes during a summer semester, he or she must complete the FAFSA for the current award year and complete the FAFSA for the next award year which begins with the fall semester.

Summer funding is limited and not all funds are available during the summer. Federal Pell Grant is only available if a student has not been enrolled full time during the previous fall and spring semesters. The S.C. Need Based Grant, the LIFE Scholarship and the S.C. Teacher Loan are not available during the summer semester. Lottery Tuition Assistance is not available if the student received a LIFE Scholarship during the previous fall or spring semester.

All financial aid awards for the summer 2015 semester can be viewed using WebAdvisor after March 24, 2015.

Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid warning or suspension will be notified by an email to their SCC email account.

Qualitative Standard (Completion Rate and Grade Point Average)

- The minimum completion rate requires students to earn at least 67% of the cumulative credit hours attempted.
- Courses with grades of F, W, WF, I and U are not considered completed courses.
- Students are also required to maintain a minimum program grade point average (GPA) of 2.0.

- Students are placed on financial aid warning if the completion rate is less than 67% or if the program GPA is less than 2.0. (See Warning)

Quantitative Standard (Length of Eligibility)

- Students may receive financial aid for 1.5 times the published length of the program of study.
- For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted (60 x 1.5 = 90).
- Transfer hours are added to the total hours attempted at SCC to assess the length of eligibility.
- Students may repeat a course, but repetitions will count toward the length of eligibility.
- Once the maximum number of hours is attempted, students are placed on financial aid suspension.
- To reestablish eligibility, students must have an approved appeal. (See Appeals)

Remedial Courses

- Remedial courses are defined as zero level and 100 level courses.
- A student may only attempt or count for enrollment status purposes up to 30 remedial hours.
- Remedial courses will not count for SAP purposes in the GPA or length of eligibility calculation.
- Remedial courses will count for SAP purposes in the completion rate calculation.

Warning

- The minimum credit hour completion rate and the GPA standard are assessed at the end of each semester. If students do not earn the minimum grade point average and/or complete the minimum number of credit hours required, they are placed on financial aid warning for the next semester attended.
- Financial aid eligibility continues during the warning period.
- During the warning period, students must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below.)
- If students meet the warning stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid warning and must continue to meet this policy.
- If students meet the warning stipulations and the program GPA is less than 2.0 or the completion rate is less than 67 percent of the cumulative hours attempted, they will be placed on financial aid probation. (See Probation below.)

Probation

- To remain eligible for aid during a probationary period, students must submit an appeal to include an academic plan.
- During the probationary period, students must take at least 6 credit hours, complete 100% of the attempted hours, have at least a 2.0 term GPA and continue to follow the academic plan. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or

Probationary Stipulations below)

- If students meet the probationary stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid probation and must continue to meet this policy. Suspension for Failing to Meet Warning or Probationary Stipulations
- To reestablish eligibility students must submit and have an approved appeal after completing a semester at SCC without financial assistance (excluding Lottery Tuition Assistance). During the semester attended without financial assistance, a student must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA.
- Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance during the warning or probationary period that hindered him or her from meeting the stipulations.
- Examples of acceptable extenuating circumstances include: prolonged hospitalization during the warning or probationary period, death in the family during the warning or probationary period or change in work hours that conflicted with the class schedule during the warning or probationary period. Because a student is aware prior to the warning or probationary period that he or she must meet the stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.
- Students are advised to solve their difficulties prior to registering for a warning or probationary period.

Appeals

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Review Committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the financial aid office or the website at www.sccsc.edu/FinancialAid.
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility.
- Appeals for length of eligibility should include from the academic advisor a signed statement showing the remaining classes needed to complete the program of study and an anticipated completion date. This documentation should be submitted with the appeal.
- Appeals because stipulations were not met during a warning or probationary period must explain why the SAP policy is not being met and include an explanation of what has changed that will allow the SAP policy to be met.

Sources of Financial Aid

(Funding for programs is contingent on federal and state approval. These guidelines may not be inclusive of all eligibility criteria and are subject to change.)

Federal Pell Grant (PELL)

The Federal Pell Grant does not have to be repaid and is a program for students who have not previously earned a baccalaureate degree. Pell Grant is considered the foundation of federal financial aid to which aid from other federal and nonfederal sources might be added.

A student can only receive the Pell Grant for up to 12 full-time semesters. Students can track their remaining Pell Grant eligibility on NSLDS at www.nslds.ed.gov or on the Student Aid Report.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a program from which students may obtain up to $4,000 each year depending on their financial need, the availability of FSEOG funds at SCC and the amount of other aid received.

Federal Work Study Program (FWS)

The Federal Work Study Program is a federal student aid program that provides part-time jobs for eligible students. Since positions are limited, students should apply early. Interested students must complete the Free Application for Federal Student Aid (FAFSA) and an application for federal work study.

South Carolina Need-Based-Grant (SCNBG)

The South Carolina Need Based Grant program is designed to provide additional financial assistance to South Carolina's neediest students. The maximum award is $2,500 for a full-time student. The FAFSA is the only application required.

For **continued eligibility** for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

Federal Direct Loans

The Federal Direct Loan is a low interest loan made by the U.S. Department of Education. To determine eligibility, a student must complete a FAFSA and the College's financial aid process, a Direct Student Loan Request form, a Master Promissory Note (MPN) and entrance loan counseling.

A **Subsidized** Direct Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government "subsidizes" the loan during these periods by paying the interest for the student.

An **Unsubsidized** Direct Loan is not awarded on the basis of financial need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized which means the interest will be added to the principal amount. Then interest will be charged based on this higher amount. Capitalization will increase the amount that must be repaid. If the student chooses to pay the interest as it accumulates, loan payments will cost less.

A student must be enrolled in at least 6 credit hours each semester and be in an eligible program. Repayment begins six months after graduating or dropping below half-time enrollment. This six month period is referred to as a grace period.

The financial aid office will counsel students as to the types of loans for which they are eligible and as to the amount they may borrow. Before a loan is available, the student must complete an online entrance loan counseling session and sign a Master Promissory Note (MPN). Upon graduation or ceasing to be enrolled at least half-time, the student must complete an exit loan counseling session.

S.C. Teachers Loan Program (SCTL)

The S.C. Teacher Loan program was established by the State of South Carolina through the Education Improvement Act of 1984 to entice talented and qualified students into the teaching profession and is administered through S.C. Student Loan (SCSL). This loan is cancelled by teaching in South Carolina public schools in an area of critical need.

To receive a SCTL, a student must apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) and be considered for all types of aid, including grants and Lottery Tuition Assistance. Students must have a completed financial aid file and then complete the SCTL application process by the June 1 deadline. After this date, applications will be accepted if funding is available.

Eligibility requirements, application process, award amounts, forgiveness and repayment information is available in the financial aid office or online at www.sccsc.edu/FinancialAid. For additional information, a student may also visit S.C. Student Loan's website at www.scstudentloan.org.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. **All students** must meet these eligibility requirements:

- Have graduated from a high school located in South Carolina, graduated from an approved home-school program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student, and
- Be a legal resident of South Carolina and a U.S. citizen or an eligible non-citizen, and
- Have no felony convictions, and
- Not been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related offense for one academic year, and
- Not owe a repayment to a federal or state grant or be in default on any state or federal student loan, and
- Enroll full-time (minimum of 12 non-remedial credit hours per semester) in a degree, diploma or certificate program.

In addition, a **first-time freshman** must:

- Have earned a minimum 3.0 high school cumulative grade point average on the Uniform Grading Scale, and
- Have a calculation date between the date of graduation and no later than June 15, and
- Submit the final, official high school transcript to the SCC admissions center.

A student may gain eligibility by:

- Earning a GED diploma if not a high school graduate, and
- Earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous (students who begin mid-year may receive the award no earlier than their fourth term of enrollment), and
- Earning a minimum cumulative collegiate GPA of 3.0, and
- Submitting to the SCC admissions center an official transcript from each post-secondary institution attended

A **transfer student** must:

- Earn at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous, and
- Earn a minimum cumulative collegiate GPA of 3.0, and
- Submit to the SCC admissions center an official transcript from each post-secondary institution attended, and
- Contact the LIFE Scholarship Coordinator in the SCC financial aid office to determine eligibility.

To have the scholarship **renewed** for a second academic year, a student must:

- Earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). Note: A student needs to take 12 non-remedial credit hours per semester to receive LIFE, but to renew LIFE the following year the student must earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). The student may need to take additional credit hours during the fall and spring semesters or enroll during the summer semester.
- Earn a minimum cumulative collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester).
- Have terms of eligibility remaining. A student may receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

Why Do Students Who are Eligible for LIFE Sometimes Not Receive It?

- To be admitted to SCC, a student must take a skills assessment. Depending on the scores, the student may need to take refresher courses in math, reading or English. These refresher courses are also referred to as “remedial” or “transitional” courses.
- A student cannot use a LIFE Scholarship until he or she is enrolled in at least 12 non-remedial credit hours during a semester. Remedial courses are not covered by LIFE.
- If the student needs to take remedial courses, then the LIFE Scholarship can be deferred for up to one year.
- Zero level, 100 level, COL 101 and ESL 102 are considered remedial courses. (MAT 031 and RDG 100 are examples.)
- If the student needs remediation, he or she should discuss all possibilities with the academic advisor. But, the financial aid office does not recommend taking 12 non-remedial credit hours while enrolled in remedial classes. The student may negatively affect his or her ability to renew the LIFE Scholarship.

What are Some Other Things That Students Need to Know about the LIFE Scholarship?

- A student cannot receive LIFE during a summer semester.
- A student cannot receive LIFE and Lottery Tuition Assistance. If the student received LIFE during a fall or spring semester, he or she cannot receive Lottery Tuition Assistance during the following summer semester.
- If eligible, the student must sign a certification form each year.

What if I Graduate Early from High School?

- Students who complete all requirements for high school graduation prior to the official graduation date in May or June may be eligible to receive the LIFE Scholarship for the spring term if they meet all initial and

general eligibility criteria.

- The following must be submitted to SCC by the last day of the spring term: Submit to the SCC Admissions Center:

  1. An official high school transcript in a sealed envelope. The transcript must include all grades through January and a cumulative GPA based on the S.C. Uniform Grading Policy, and
  2. A letter from your high school principal on the school's letterhead indicating you have completed all requirements for high school graduation.

  Submit to the SCC Financial Aid Office:

  1. The SCC LIFE Scholarship Application for Early High School Graduates.

Questions about eligibility should be addressed to the LIFE Scholarship Coordinator in the SCC financial aid office.

Lottery Tuition Assistance Program (LTAP)

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be awarded LTAP, students must complete a Free Application for Federal Student Aid (FAFSA) and the College's financial aid process; qualify for in-state tuition; be a U.S. citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount a student is awarded is based on the number of hours in which he or she enrolls. Students must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. If a student has attempted 24 credit hours, he or she must have earned a minimum cumulative GPA of 2.0 prior to the fall semester of an academic year. A student cannot receive LTAP for more than one certificate, diploma or degree earned within any five year period unless the additional certificate, diploma or degree constitutes progress in the same field of study.

The amount students can use toward tuition and fee charges is based on the amount of these charges remaining on the account *after* Federal Pell Grant, FSEOG, NGCAP or S.C. Need Based Grant has transmitted to their account. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. If a student's tuition and fees are paid by VA, he or she will not receive the LTAP award. The LTAP award will be credited to the account before any SCC scholarship, outside scholarship, Federal Direct Loan or SCTL so that students can use these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

South Carolina National Guard College Assistance Program (NGCAP)

This program was established to provide financial assistance to members of the South Carolina Army and Air National Guard. NGCAP covers the cost of attendance as defined by federal regulations up to a maximum amount each award year. The maximum amount will be determined annually by the S.C. Commission on Higher Education (CHE). Students who have earned a bachelor's or graduate degree are not eligible

To qualify, the student must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing throughout the entire academic year, maintain satisfactory academic progress, be a U.S. citizen or a legal permanent resident and satisfy additional eligibility requirements as may be promulgated by CHE. The S.C. National Guard is responsible for providing a list of all eligible Guard members to CHE which will in turn notify the College. To be awarded, the student must be on the list from CHE.

Scholarships

All academic scholarships are administered through the SCC Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Community College Scholarship Committee (except in the case where an established set of guidelines provides for a special selection committee). Students may obtain a scholarship application from the financial aid office or from the College's website. More information about scholarships can be found in a financial aid brochure (available in the financial aid office or online) or on the financial aid office's website at: www.sccsc.edu/FinancialAid.

Other Assistance

Technical/Health Scholars

Students applying for these sponsorships must meet the following requirements:

- be fully accepted into an appropriate business, industrial or engineering technology or health and human services associate degree program,
- meet scholars application criteria,
- agree to comply with all sponsoring employer's requirements and successfully complete the sponsoring employer's interview process and other required screenings.

These sponsorships cover all college tuition, fees, textbooks and required supplies and provide paid, part-time jobs for selected students. Sponsoring employers make the final decision on sponsorship recipients based upon employer needs and the student's qualifications. Students interested in Technical / Health Scholars should contact the SCC career services office.

S.C. Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for assistance from the South Carolina Department of Vocational Rehabilitation. In Spartanburg call (864)585-3693.

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or from the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803) 255-4317 or (803) 255-4256.

Veterans' Assistance

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at 1-888-442-4551. Then, contact SCC’s office to obtain the appropriate forms for certification.

Academic Requirements

Academic progress will be measured at the end of each term in which the VA student was enrolled. Failure by a VA

student to maintain a program GPA of at least 2.0 will result in the VA student being placed on academic probation for the next term of enrollment.

A VA student with a term GPA less than 2.0 after the academic probation term will be placed on academic suspension. A VA student with a term GPA of 2.0 or higher after the academic probation term but with a program GPA less than 2.0 will remain on academic probation. A VA student with a term GPA of 2.0 or higher after academic probation and with a program GPA of 2.0 or higher will be removed from academic probation and returned to good standing.

A VA student who appeals and is removed from academic suspension and allowed to register is placed on academic probation. Documentation that the student has a reasonable likelihood to maintain satisfactory attendance, progress and conduct in the future must be submitted to the SCC veterans' affairs coordinator. The SCC veterans' affairs coordinator must submit a statement with the recertification of enrollment that describes the conditions for the student's continued certification to VA. A VA student removed from academic suspension and placed back on academic probation is subject to academic suspension again if he or she fails to earn at least a 2.0 term GPA during the next period of enrollment.

Address Changes

VA students must notify the veterans' affairs office of any address change by completing the address change form.

Advanced Payment Request

VA students should be prepared to pay tuition, fee, book and supply expenses when due; however, they may request advanced payment of the first VA benefit check. To qualify for advanced payment, the VA student must have been out of school for at least a full calendar month, completed the admissions process at SCC and completed a VA advanced payment application at least 45 days prior to the first day of class. The Department of Veterans Affairs mails the check to the College for disbursement at registration. VA students must complete the registration process, including fee payment, before receiving the advanced payment check.

Class Attendance

VA students must adhere to the attendance policy established by the College. VA students who accrue more than the allowable number of absences will have VA benefits terminated.

Drops and Withdrawals

VA students must report course drops or a term withdrawal to the SCC veterans' affairs office. To ensure timely notification to VA, reports will be run monthly to identify VA students who have dropped courses or withdrawn from the term. At the end of each semester, VA students who earn a grade of "F" with a course status of "AB=abandoned" are reported to VA with the last date of attendance.

Eligible Courses

VA students may receive benefits only for those courses that are required for graduation or are a prerequisite for courses required in the program of study. When additional courses beyond those courses required for graduation are needed to overcome a grade point deficiency, the additional courses may be approved with required documentation outlined in VA regulations.

Internet/Online, Hybrid and Video Courses

SCC offers a variety of course delivery methods within a certificate, diploma or degree program of study. Non-traditional course delivery methods are listed in the semester course schedule and on the College's web site (www.sccsc.edu). SCC expects students to participate in all instructional activities since these courses are

comparable to resident (traditional classroom) courses. SCC requires that each course offered in one of these non-traditional formats meets prescribed academic standards.

Each course delivery method must include

- a provision for an assigned instructor;
- a provision for instructor-student interaction on at least a weekly basis and a stipulation that this interaction is a regular part of the course/program;
- a statement that appropriate assignments are required for completion of the course;
- a grading system similar to the system used for resident (traditional classroom) courses;
- a schedule of time required for the course that demonstrates that the student will spend at least as much time in preparation and training as is normally required for resident (traditional classroom) courses.

Nonpunitive Grades/Mitigating Circumstances

Regulations prohibit payment of VA benefits for a course from which the student withdraws. Unless the student submits to VA documentation of mitigating circumstances, the student must repay to VA all the money paid to him or her for the pursuit of that course from the start of the term – not just from the date he or she dropped the course.

Prior Credit

VA students who have attended another college must submit all collegiate transcripts to the SCC admissions center for evaluation even if transfer credit is not requested.

Program Changes

VA students who change programs must complete a change of program form in the SCC veterans affairs office. Credit hours earned that fulfill requirements in the new program must be transferred as required by regulations.

Remedial Courses/Transitional Studies

Certification for enrollment in remedial courses numbering 011 through 099 (mathematics, reading and English) will be limited to a maximum of 30 credit hours. Exception will be granted only to a student who meets the academic requirements of this procedure and has the approval of the vice president of student affairs or his or her designee.

VA will not pay benefits for enrollment in a remedial class taken online.

Repeated Courses

There is no limit on the number of times a course may be repeated (unless specified in the course syllabi or program handbook that the course may not be repeated) or which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive.

Tutorial Assistance for Veterans

VA students may receive monetary assistance from the VA to pay for a tutor if one is required.

Services for Students

Advising Center

Services offered at SCC's Advising Center, located on the central campus in the P. Dan Hull Building, room E-1, include:

- Academic advising for all students enrolled in zero-level (031, 032) transitional studies courses and all **health science students** until completion of all transitional courses including 100-level courses (RDG 100, ENG 100, BIO 100 and CHM 100) and **new (first semester) curriculum-ready students**;
- Guidance along academic and career paths commensurate with students' abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College's programs;
- Assistance with course selection, scheduling, and long-term academic planning;
- Information about the College's academic policies and procedures;
- Orientation to college life to help students receive the maximum benefit from their college experience; and
- Course schedule development and WebAdvisor training.

AIM Center

The AIM Center receives federal funding through the Carl D. Perkins Career and Technology Improvement Act 2006 (Perkins IV) to provide career counseling and financial assistance for books, city bus tickets, and childcare services to economically disadvantaged men and women enrolled in career and technical education credit programs. The AIM Center serves special populations including single parents, displaced homemakers, individuals with limited English proficiency, individuals with disabilities, students who are economically disadvantaged and students enrolled in non-traditional technology programs.

Alerts - Campus Closings and Emergency Notifications

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at www.sccsc.edu/alert, and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at www.twitter.com/SCC911 (instructions are on the SCC website). SCC administration manages this information.

Bookstores

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:00 a.m. - 6:00 p.m. and Friday from 9:00 a.m. - 1:00 p.m. The purpose of the bookstore is to provide the required texts materials and supplies to support the academic programs of the College. The College bookstore offers textbooks, school supplies, computer software, and culinary and health science uniforms, as well as college logo sportswear, bookbags and gift items. For textbook prices and lists of term offerings, refund policies, program supply costs, and to order on-line, visit the Book Inn website at www.sccsc.edu/BookInn.

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance. The Book Inn also offers a used book program to provide students with used textbooks whenever possible. Also, during end-of-semester exam days and the beginning of each semester, an independent representative is available to purchase textbooks from the students providing up to fifty percent of new textbook value for qualified textbooks that are purchased for the bookstore.

Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. *Absolutely no refunds will be made without a cash register receipt.* Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Defective laptops and tablets must be accompanied with a case number from the manufacturer before being considered for an exchange. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed packages are unopened.

SCC Tyger River Campus Bookstore

- There is also a bookstore at SCC Tyger River Campus that offers all texts for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 1:30 p.m., and the phone number is (864) 592-6230.

Campus Safety and Security / Student-Right-To-Know

The campus police chief, certified in law enforcement, first aid, and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911.

The Student-Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/security/).

Career Services

The career services office provides a comprehensive program to support the student's vocational choice and success in transitioning into the world of work. Services include providing information about local workforce needs; linking the College's academic and career programs to business and industry needs; disseminating information about full-time, part-time, temporary and summer employment opportunities via an electronic job board; and providing support for job-readiness skills and resume preparation.

Center for Academic Progress and Support (CAPS)

The Center for Academic Progress & Support (CAPS) is a collection of resources available to help students fulfill their college goals. These student support services are provided free of charge to SCC students who meet the eligibility requirements and offer the additional assistance many students need to succeed in college—academic advising, career counseling, financial assistance, testing, tutoring and more. CAPS offices are located on SCC's central campus and CAPS services are accessible at each SCC campus. CAPS resource partners include the advising center, AIM center, career services, the learning center, student disability services, success network and the testing center.

Counseling and Career Development

The College offers services to assist students to clarify career, professional and life-long learning goals. Information about career opportunities, job-related academic, skill and personal requirements, and support services is available from a variety of departments and centers across SCC campus.

Early Registration

Registration dates are published on the SCC website (www.sccsc.edu) and in SCC publications. Students are encouraged to meet with academic advisors to discuss career goals and academic progress and to schedule classes. Questions about registration dates should be directed to the SCC student records office located in the Student Services Building or by calling (864) 592-4681.

Evening Services

The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 4:30-10:15 p.m., Monday through Thursday (hours may vary during the summer term). Most of the support services provided by the College are available to evening students. Academic programs available in the evening are indicated in the program descriptions of this catalog. An evening services coordinator is available on each SCC campus to assist SCC faculty, staff and students from approximately 5-10 p.m. Monday-Thursday. The central campus coordinator can be reached via phone at (864) 592-4830 and also an office located in the West Building, C-18. The evening service coordinator for the SCC Cherokee County Campus can be reached via phone at (864) 206-2808 or by dialing extension 2808 when on that campus. The evening services coordinator for the SCC Tyger River Campus can be reached via phone at (864) 592-6266 or in the Information Commons TRB 120 of the Tyger River Building. The evening services coordinator for the Union County Campus can be reached via phone at (864) 466-1060. The evening services coordinator for the Evans Campus can be reached at (864) 592-4050.

Health Services

The College does not provide comprehensive health services. The police officers provide emergency first aid. Please call 592-4911 for assistance.

Housing Information

The College does not provide living accommodations for students.

Identification Cards

Students are required to have a current student identification card and are required to present the card to any campus official, including campus police officers, upon request. Identification cards are available to currently enrolled students and are available in the admissions center at no cost to the student. Students must present a course schedule for the current term to receive an identification card.

Insurance

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised

by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes $5,000–medical expenses; $1,500–accidental death; $1,500–dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of the vice president of Business Affairs. The premium for student insurance coverage is included in tuition and fees for all registered students.

Library

The SCC Library provides the community with access to a collection of over 43,000 volumes, including 5,900+ audiovisual items, 37,000+ books and 475+ periodical subscriptions. These resources support the academic and personal needs of students, staff, and faculty, as well as members of the business and industrial community. Special resources include a growing instructional video collection and over 60 full-text databases such as Academic OneFile, Academic Search Premier and over 200,000 eBooks.

The central campus library, located in the Library Learning Resource Center, features ample reading and conference space, group study rooms, nearly 100 computers, a fax machine, scanners, video and audio equipment, and a photocopier.

Libraries are also located at the SCC Cherokee County Campus on the first floor of the Harvey S. Peeler, Jr. Academic Building and at the SCC Tyger River Campus in the Tyger River Building. Students on both of these campuses have full access to the library's wealth of online research tools and can receive next day delivery of library materials requested from the central campus library.

The library's resources are further enhanced by online access to the collections of the South Carolina State Library, Spartanburg County Public Library, and other public and academic libraries. Materials that the SCC library does not own may be borrowed from these or dozens of other libraries across the state and the country, via our various consortium memberships.

Library orientations and instruction sessions are available upon request for individuals, classes, or other groups. Reference services are provided in person at each campus and via e-mail and by telephone. Patrons may check out books, DVDs and other items from the general collection, and download eBooks.

For further information regarding the Library's services or resources, please visit the Library's website at: http://library.sccsc.edu; email askalibrarian@sccsc.edu; or call (864) 592-4764 or 1-866-542-2779.

The library's normal hours of operation are as follows:

SCC Central Campus

Monday - Thursday: 7:30 a.m. - 9 p.m.
Saturday: 9 a.m. - 1 p.m. (fall and spring terms only)
Friday: 7:30 a.m. - 1:30 p.m.
Sunday: Closed

SCC Cherokee County Campus:

Monday - Thursday: 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 1:00 p.m.
Saturday: 9:00 a.m. - 1:00 p.m. (fall and spring terms only)
Sunday: Closed

SCC Downtown Campus:

Monday - Thursday: 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 1:00 p.m.
Saturday and Sunday: Closed

SCC Tyger River Campus:

Monday - Thursday: 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 1:30 p.m.
Saturday and Sunday: Closed

New Student Orientation

New Student Orientation is a valuable tool that introduces students to the variety of support services and resources available at SCC. In addition to information received at New Student Orientation, students may access vital information in their *SCC Enrollment & Registration Guide that* contains more specific information related to registration. This guide is provided at the time of admissions to the College and can be accessed online, along with information about other SCC student resources and services at www.sccsc.edu.

Parking

Students must register their vehicles and display a current parking permit as directed. Permits are available at no cost to students and are valid for one academic year.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building.

Release of Student Information

General

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Planner & Handbook.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. SCC has authorized Parchment Exchange to provide students and alumni with transcript ordering services via the internet. It is a secure and convenient way for students and alumni to submit requests 24 hours a day, 7 days a week from any location. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student’s record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records

office. Acceptable proof is the parents' most recent federal tax return.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned
5. Photographs

Transcripts and information not specified under "directory information" is released only with written permission of the student.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

-Name
-Address
-Telephone listing
-Date and place of birth
-Level of education
-Academic major
-Degrees received
-The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This recent amendment to Family Educational Rights and Privacy Act (FERPA) permits educational agencies and institutions to disclose –without the consent or knowledge of the student or parent– personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

SCCOnline

SCC*Online*, the College's online distance learning program, offers a variety of online courses (over 100 sections) to students, as well as complete online degree and certificate options including the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing electives, Sign Language Interpreter Training and Palmetto Professional Landscape Certificate.

Online courses allow students to take classes at home or on the go, while balancing work, family, or military obligations. Courses offered by SCC*Online* cover the same material as traditional courses taught in the classroom. Hybrid courses combine some on-campus instruction with online learning. Some students choose to pursue an entire

degree online, while others choose to take both online and on-campus courses to reach their educational goals. SCC*Online* courses are included in the college course schedule, and the registration process is the same as programs and courses offered on-campus. SCC*Online* also provides technical support to students, as well as support to faculty who teach and develop online courses.

For more information, visit the SCC*Online* web site at: online.sccsc.edu, or contact the SCC*Online* office at (864)592-4961, toll free 1-888-364-9080, or send e-mail to scconline@sccsc.edu.

SCC Student Ambassadors

SCC Student Ambassadors are currently enrolled students selected to represent and promote the College on campus and in the community throughout the academic year. Students are selected based on their academic standing, service, commitment and desire to be actively involved in promoting SCC. Those interested in applying for this honor must complete an online application, have faculty referrals, maintain a minimum cumulative 2.5 GPA at SCC and participate in an interview. Being an SCC Student Ambassador is a paid, part-time position. For more information, contact Luke Black at (864) 592-4212 or visit the SCC website at www.sccsc.edu/recruit.

Services to Students with Disabilities

Student Disability Services Center

This office serves as an advocate for students with disabilities who self-identify and provide supporting documentation when required, ensuring that they have equal access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services (such as note-takers, testing accommodations and ASL interpreters) are encouraged to inform an admissions specialist or contact the assistance coordinator of student disability services prior to the beginning of the term for which they are requesting accommodations or services. Students are encouraged to register early so any approved accommodation plan can be developed in a timely manner. For more information, contact Tawana Scott, assistant coordinator of student disability services at (864) 592-4818, (864) 641-7425 (video phone), or email disabilityservices@sccsc.edu or visit the office located on the central campus in the P. Dan Hull Building in room E-4.

Student Activities

The College considers student engagement in out-of-class programs and activities to be a vital part of the educational process and sponsors many extracurricular activities during the academic year. Students are encouraged to participate in the many programs provided that have a purpose of serving the College and surrounding communities, sharing personal and professional interests, participating in self-directed social activities, developing leadership and professional skills, and interacting with those from different cultural backgrounds.

Student Copiers

Spartanburg Community College has seven student coin-operated copying machines for student, faculty and staff use. Cost is ten cents (.10) per page. The machines are located in the following areas:

SCC Central Campus

- Library in the Library Learning Resources Center
- East Building outside the The Learning Center

- West Building canteen
- Squires Internet Cafe in the Health Sciences Building

SCC Cherokee County Campus

- Cherokee Campus Library

SCC Tyger River Campus

- Tyger River Building – Library

SCC Downtown Campus

- Evans Building - Library

Copier Refunds for Students

Refunds for student copiers are provided in the Spartanburg Community College libraries.

Student Due Process

Student grievance procedures, procedures related to student due process, and the student code are printed in the *SCC Student Planner & Handbook.*

Success Network

Success Network is an academic support program available to eligible SCC students. The goals of Success Network are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. Success Network offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, campus visits to four-year colleges, peer mentoring, assistance with career development needs, financial literacy information, cultural enrichment activities, and membership in the Success Network Club.

Because Success Network is funded by a federal grant and has limited enrollment, students must meet certain eligibility criteria to become members of Success Network. To be eligible, a student must:

- Be enrolled in at least 6 credit hours in an associate degree program at SCC
- Be a U.S. citizen or eligible for federal student financial aid
- Be working on his or her first college degree
- Have completed or placed out of RDG 032 and have 2 or fewer developmental courses to complete
- Have a cumulative grade point average of 2.0 or higher
- Meet at least one of the following eligibility requirements:
    - Be a first generation college student (neither parent has a four-year college degree or the custodial parent in a single-parent family does not have a four-year college degree) OR
    - Currently reside in an economically disadvantaged household (Success Network will help you determine if you meet this criteria) OR
    - Have a documented disability

Additional eligibility criteria may also apply. Success Network is available to answer any questions an individual may have regarding his or her eligibility for the program.

Students must complete an application to be considered for membership in Success Network. Applications may be obtained from the Success Network office or from our website (www.sccsc.edu/success). Once you submit your application, Success Network will contact you to discuss your eligibility and the remaining steps in the application process. Students may contact the Success Network staff in person in E44 of the East Building, by phone at (864) 592-4780, by email at successnetwork@sccsc.edu, or on the College's website at www.sccsc.edu/success.

Success Network is a Student Support Services program funded 100 percent through a federal TRIO grant in the amount of $276,570 by the U.S. Department of Education.

Testing Center

The SCC Testing Center provides faculty and students a convenient, secure, and distraction-free environment conducive to a positive testing experience. Located in the P. Dan Hull Building (room E-3) on the central campus, the testing center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as those from other colleges nationally. Instructors/students in need of further information should visit the website at www.sccsc.edu. Hours of operation for the central campus are posted in the testing center each semester and on the website. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (call 864-206-2713), SCC Downtown Campus (call 864-592-4052), SCC Tyger River Campus (call 864-592-6190) and Union County Advanced Technology Center (call 864-466-1060) all by appointment.

The Rita Allison Learning Center (TLC)

Located in the P. Dan Hull Building in rooms E-2, E-5 and E-6 on the central campus, The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location. TLC offers students free academic support via one-on-one and group tutorials in many academic subjects as well as an open computer lab with skilled lab assistants. No appointment is necessary; walk-ins are assisted on a first-come basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use TLC services often. To schedule a class orientation, please call (864) 592-4715. TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish and the sciences. TLC also provides 65 computers for academic use, equipped with Microsoft Office software, course-specific software, high-speed Internet connections with access to library databases and Visual Basic. "Ask-A-Tutor" and "Ask-A-Geek" via the College website at www.sccsc.edu allow online students to submit papers or questions to tutors and lab assistants. Tutoring services are also available at the other SCC campuses. Please check the website for the available hours at each location.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Harvey S. Peeler, Jr. Academic Building. Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building. Refunds on the Downtown Campus are available in room 144E in the Evans Academic Center. Refunds on the Union County Campus are available in room 113 in the Union County Advanced Technology Center.

The Cuppa Cabeana is SCC's coffee shop and deli. A wide selection of hot and cold espresso drinks, sodas, snacks, breakfast items, salads and sandwiches are available for purchase. Located in the lobby of the Library Learning Resource Building, hours of operation are 7:30 am-1:30pm, Monday-Thursday.

College Costs

Tuition

Full-time Students (12 -15 credit hours)

Spartanburg and Cherokee County Residents..... $1,920 per semester
Union County Residents ..... $2,207 per semester
Out-of-County Residents ..... $2,398 per semester
Out-of-State Residents ..... $3,928 per semester
Out-of-Country or International Residents ..... $3,928 per semester

Overload Fees: Full-time Students (taking more than 15 credit hours)

Spartanburg and Cherokee County Residents ..... $160 per credit hour
Union County Residents..... $184 per credit hour
Out-of-County Residents ..... $200 per credit hour
Out-of-State Residents ..... $327 per credit hour
Out-of-Country or International Residents ..... $327 per credit hour

Part-time Students (taking fewer than 12 credit hours)

Spartanburg and Cherokee County Residents ..... $160 per credit hour
Union County Residents..... $184 per credit hour
Out-of-County Residents ..... $200 per credit hour
Out-of-State Residents ..... $327 per credit hour
Out-of-Country or International Residents ..... $327 per credit hour

Fees

Enrollment Fee (non-refundable unless the
student withdraws prior to the start of the term) ..... $50 per semester

Tuition Waiver for Senior Citizens

South Carolina residents age 60 or over who are not employed full time are eligible for a tuition waiver. The student must meet applicable pre-requisites. Other fees, books and supplies are the responsibility of the student. Procedures for senior citizens are available in the Registrar's Office.

Fees and Expenses

- *Application fee:* A $25 non-refundable application fee is required in order to submit an application to SCC. This fee does not guarantee admission to the College. Please check the SCC website at www.sccsc.edu/admissions/apply/appfee.aspx for the most updated information.
- *Credit by examination and/or experiential learning fee:* $50 per course for exam or evaluation
- *Credit Card Convenience fee:* $15 per transaction
- *Distance Learning and Hybrid Distance Learning Fee:* $15 per course
- *Enrollment fee:* A $50 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs. This fee is non-refundable unless the student

withdraws prior to the start of the term.

- *Lab fee:* $15 per course with a required lab.
- *Late Registration fee:* $75 for registration after scheduled deletion date.
- *Payment Plan Administrative fee (non-refundable):* $30
- *Payment Plan Late fee:* $50 per late payment
- *Returned checks fee:* $25 per incident in addition to any fee charged by the bank

Updated Listing of fees

The Spartanburg County Commission for Technical & Community Education may change tuition and fees without notice. For an updated listing of current SCC fees for full-time and part-time students, visit the SCC website at www.sccsc.edu.

Textbooks and Supplies

Students are responsible for all book and supply costs in addition to tuition and fees. Program specific fees may be required. Books and supplies are an additional fee.

Residency Information Click for Information

Payment of Fees

Payment Due

All tuition and fees are payable before scheduled deletion dates, or if registration occurs after the deletion date, before the first day of classes. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods

The College accepts cash, first-party checks, e-checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit and debit card and e-check payments may be made online via WebAdvisor. A $15 convenience fee will be added per transaction for tuition payments paid by credit or debit card. A $75 late registration fee will be assessed for registration done after scheduled deletion date.

Sponsorship

Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan

Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College's tuition payment plan requires a $30 non-refundable handling fee in advance, along with the first payment before the scheduled deletion date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A $50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

Financial Aid

Students may use their financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. Important dates will be printed in the *SCC Student Planner & Handbook* and the *SCC Enrollment & Registration Guide.* Students may verify that financial aid will pay tuition and fees by going to WebAdvisor in MySCC Portal to view their account under "Student Financial Information." Students should check their account balance each semester prior to the fee payment deadline. In the event there is not enough financial aid to cover tuition and fees, the student must pay the balance by the due date.

If a student has a credit balance remaining after tuition, fees, book and/or supply expenses have been paid, a check will be mailed to him or her. Address information should be updated in the SCC records office. For convenience, quick access and safety, sign up for direct deposit. Go through MySCC Portal to WebAdvisor, select Student Financial Information then select Bank Information.

Student Refund / Term Withdrawal / Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans and/or aid through the Success Network. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

A federal financial aid recipient who does not officially withdraw from a term is considered to be withdrawn if he or she does not complete all days he or she is scheduled to complete with a payment period or abandons all courses. The last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned to the federal government based on Section III, and the student will not be eligible for a refund based on the College's refund policy as outlined in Section II.

A student is not considered to be withdrawn from a term if at the time the student drops the last class in a term he or she submits written confirmation stating he or she will attend a later start term in the same payment period (semester).

II. College Refund Policy

To receive a refund of tuition and eligible fee charges, a student must officially withdraw from the term as outlined in Section I or a full-time student must reduce the number of credit hours to below 12 credit hours during the refund period or a part-time student must reduce the number of credit hours during the refund period.

The refund percent is based on the date student records receives notification from the student. Tuition and eligible fee charges for a term will be refunded at the following rate:

Fall and Spring Terms

Refund Percent	*Withdrawal or Net Reduction of Credit Hours*
100%	1st - 8th calendar day of the term
75%	9th - 14th calendar day of the term
50%	15th - 19th calendar day of the term
0%	after the 19th calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

If the calculated refund dates fall on a day that the college is closed, the date will be moved forward to the next day the college is open.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.

Non-federal financial aid recipients who withdraw from a term will have the refund amount returned to the sponsoring agencies/programs in the following priority not to exceed the awarded amount:

1. Private (alternative loans)
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other Aid or Assistance
9. Lottery Tuition Assistance

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student's satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

III. Return of Federal Financial Aid

A student’s federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or

take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of aid earned} = \frac{\text{Number of calendar days completed in the semester}}{\text{Total number of calendar days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent of aid earned) X the amount of federal financial aid disbursed

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Academic Policies

Academic Standards of Progress (Notification, Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used at each technical/community college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Notification

A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with their advisors or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

Academic Warning

Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

Academic Probation

Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

Academic Suspension

Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

Academic Week

An academic week is defined as any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs. Instruction time does not included periods of orientation, counseling, homework, vacation or other activity not related to class preparation or examination.

Add/Drop Period

The add/drop period is the first five (5) instructional days of the fall, spring and summer full terms. The add/drop period for the FlexStart terms in the fall, spring and the summer is the first two-three (2-3) instructional days of the term depending on the length of the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid/mixtures and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for no attendance and a full refund of tuition excluding the enrollment fee will be processed. Courses dropped during the

add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the department chair. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to the student records office to complete a drop form. A grade of "W" will be awarded. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department chair and academic dean. Go to the SCC website (www.sccsc.edu/quicklinks-transcripts&records) to review the drop procedure for students

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the same course for credit.

Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Attendance in an online course involves actively participating, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor.

Tardiness

Students are tardy if not in class at the time the class is scheduled to begin.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make-up of activities and assignments.

Dropping Courses

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. Students receiving financial aid should contact the financial aid office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Drop dates are posted in the records office and also on the SCC website at www.sccsc.edu.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean.

Dean’s List

To qualify for the dean’s list, students must

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.50 with no course grade lower than a "C." A grade of "I" automatically excludes students from the dean's list.
- non-degree, early college and transient students are not eligible for the dean’s list.

Grades

Final Grade Review

Course grades are final when filed by the instructors. A student may request a review of a final grade if he or she believes the instructor erred in assigning the grade. The SCC records office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following full term.

Grading System

Spartanburg Community College uses the following system of grades:

Grade Scale	Description	Quality Points	Used in GPA Calculation	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

**Zero-level transitional studies course grades are not used in grade point average (GPA) computation.*

**An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade it and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend past subsequent term.

Repeated Grade Policy

If a student repeats a course, the first grade will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward

the length of eligibility.

Graduation

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the *Student Planner & Handbook*.)
6. Obtain graduation approval from the department chair or academic dean. The graduation ceremony is held once a year. Awards (degrees, diplomas, certificates) will be available for pickup during the advertised dates in the Student Records Office located in room 156 in the Dan L. Terhune Student Services Building. Awards that are not picked up will be mailed out the following week.

Awarding Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs. Students earning more than one award in the same general field of study in the same semester will receive the award for the highest program level only.

Semester System

Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4-5 weeks during the summer semesters.

Transitional Studies

The Transitional Studies Department offers developmental courses in English, mathematics, and reading. These courses are designed to help students acquire additional skills and discipline in order to be successful in curriculum courses. The department also offers non-degree credit courses, Elementary Algebra, College Skills and College Orientation courses to enhance students' academic abilities. Courses are typically offered both day and evening. Many courses are offered in lecture, mixture and online formats. Students receive excellent instruction and support from instructors and are encouraged to visit the Tutorial Learning Center for additional assistance.

Developmental Courses

Developmental courses are structured for students who score at or above the minimum entrance scores on either ASSET or COMPASS, but below program entrance requirements. Students who place into two or more developmental disciplines are required to take College Skills (COL 103). Developmental courses (031 and 032) carry institutional credit, but cannot be used to satisfy program requirements for graduation. To move into curriculum programs, developmental courses must be completed with a grade of "C" or better.

Non-Degree Credit Courses

Non-degree credit courses are designed to help students further enhance their academic abilities. These courses serve as a “bridge” from developmental courses to curriculum courses. Non-degree credit courses have a course number of 100. Some students place directly into non-degree credit courses based on their COMPASS or ASSET scores. These courses may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program. The Science Department offers non-degree credit courses in biology and chemistry for students who did not complete biology or chemistry with a grade of C or better in high school. Some student will need to take these courses to meet curriculum entry requirements.

College Success Courses

College Skills (COL 103) and College Orientation (COL 101) courses are designed to help students gain the skills needed to be successful college students. COL 101 is required in many programs of study.

Transitional Studies Department Includes:

COL 101	College Orientation
COL 103	College Skills
ENG 031	Developmental English
ENG 032	Developmental English
ENG 100	Introduction to Composition
MAT 031	Developmental Mathematics Basics
MAT 032	Developmental Mathematics
MAT 152	Elementary Algebra (4-day per week format; equivalent to MAT 101)
RDG 032	Developmental Reading
RDG 100	Critical Reading

Withdrawal from a Term

A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department chair or academic dean. Students receiving financial aid should refer to Student Refund/Term Withdrawal/Federal Return of Funds in the College Costs section of this catalog.

SCC Programs of Study & The South Carolina Education Economic Development Act

In an effort to assist students in preparing for a career that best aligns with their skills and abilities, Spartanburg Community College programs of study have been linked with Clusters of Study as outlined in the **South Carolina Education and Economic Development Act (EEDA) of 2005**.

The **EEDA** legislation, which was signed into law in May 2005, is designed to give South Carolina students the educational tools they need to build prosperous, successful futures. The EEDA's "Personal Pathways to Success" system gives students the guidance and experience they need to take full advantage of real opportunities in the South Carolina economy. The system is designed to assist students and businesses that compete in today's global workforce by combining high academic standards with enhanced opportunities to explore career options that build real-life working skills. The system is also designed to demonstrate to students the connections between what they accomplish in school and their professional success in the future.

Clusters of Study, or Career Clusters,

are courses of study organized around different groups of occupations that encompass virtually all occupations from entry through professional levels (see list of clusters on following page). Clusters of Study provide a way to organize and tailor course work and learning experiences around each student's areas of interest and skills. They are designed to provide a seamless transition from high school to post-secondary education and/or the workforce. South Carolina has identified 16 Career Clusters which represent a variety of professions and jobs. Throughout the following pages, each SCC program of study is linked to a specific Career Cluster that will assist students in selecting a program of study – and a career – that best suits their skills and interests.

Spartanburg Community College has articulation partnerships with local four-year colleges and universities which allow for the alignment of courses and areas of academic focus from one educational institution to another in a way that provides a systematic, seamless transition for students. Students should work closely with their academic advisor and consult with their preferred transfer institution before registering for coursework that they intend to transfer to a four-year college or university.

Agriculture, Food & Natural Resources

Career opportunities include the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Architecture & Construction

Career opportunities include designing, planning, managing, building and maintaining the built environment.

Arts, A/V Technology & Communications

Career opportunities in this cluster include designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Business Management & Administration

Career opportunities in this cluster include planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Education & Training

Career opportunities in this cluster include planning, managing and providing education and training services, and related learning support services.

Finance

Career opportunities in this cluster include planning, services for financial and investment planning, banking, insurance and business financial management.

Government & Public Administration

Career opportunities in this cluster include executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state and federal levels.

Health Science

Career opportunities include planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Hospitality & Tourism

Career opportunities include the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Human Services

Career opportunities prepare individuals for employment in career pathways that relate to families and human needs.

Information Technology

Career opportunities in IT occupations framework: for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

Law, Public Safety, Corrections & Security

Career opportunities include planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Manufacturing

Career opportunities include planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

Marketing, Sales & Service

Career opportunities include planning, managing and performing marketing activities to reach organizational objectives.

Science, Technology, Engineering & Math

Career opportunities include planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

Transportation, Distribution & Logistics

Career opportunities include planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

SCC Programs of Study by Division

Arts & Sciences Division

Certificate Programs

- Basic Interpreting
- Early Childhood Development
- Infant Toddler
- Landscape Management
- Palmetto Professional Landscape
- Pre-Chiropractic

Associate Degree Programs

- Associate in Arts (University Transfer Program)
- Associate in Science (University Transfer Program)
- Early Care and Education
- Horticulture Technology
- Radiation Protection Technology

Business Technologies & Computer Technologies Division

Certificate Programs

- Administrative Accounting Specialist
- Administrative Support
- Computer Support Specialist
- Culinary Arts
- Digital Design
- Entrepreneurship
- Networking Operations
- Software Development and Database Administration
- Web Page Design

Associate Degree in Applied Science Programs

- Accounting
- Accounting with Information System Electives
- Administrative Office Technology
- Administrative Office Technology with Legal Electives
- Administrative Office Technology - Medical
- Computer Technology
- Computer Technology with Networking Electives
- Management
- Management with Culinary Arts Electives
- Management with Fire Service Electives
- Management with Human Resources Electives
- Management with Information Technology Electives
- Management with Marketing Electives
- Management with Medical Electives

Associate Degree in Applied Science Programs - General Technology

- Culinary Arts - General Technology
- Digital Design - General Technology

Health & Human Services Division

Certificate Programs

- Emergency Medical Technician (EMT)
- Health Unit Coordinating
- Medical Coding and Reimbursement Specialist
- Paramedic
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy

Diploma Programs

- Expanded Duty Dental Assisting
- Medical Assisting
- Surgical Technology

Associate Degree in Applied Science Programs

- Medical Laboratory Technology
- Nursing
- Radiologic Technology
- Respiratory Care

Associate Degree in Applied Science Programs-General Technology

- Medical Coding and Reimbursement Specialist – General Technology
- Paramedic
- Therapeutic Massage

Industrial & Engineering Technologies Division

Certificate Programs

- Advanced CNC
- Automated CNC
- Computer Aided Drafting
- Ford MLR (Maintenance & Light Repair)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Technology
- Machine Tool Technology
- Mechanical/Electrical Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Production Associate Technology I
- Production Associate Technology II
- Welding

Diploma Programs

- Welding

Associate Degree in Applied Science Programs

- Automated Manufacturing Technology
- Automotive Technology-Automotive Service Technology
- Automotive Technology-Ford ASSET
- Electronics Engineering Technology (EET)
- EET with A+ Certification Electives
- EET with Electromechanical Electives
- EET with Networking Electives
- Industrial Electronics Technology
- Machine Tool Technology

Associate Degree in Applied Science Programs-General Technology

- Engineering Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Technology
- Mechatronics
- Production Associate Technology
- Welding

Special Admissions Procedures

Business Technology Programs – Administrative Office Technology Guidelines

Keyboarding skills are required for students entering **ALL** administrative office technology programs (degrees and certificates.) AOT 105 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) program must complete a **criminal background investigation (CBI)** at their expense prior to participating in any internship/clinical/co-op experience. Clinical/co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior.

Students in the AOT-M program must also complete **a drug screen** at their expense prior to participating in any internship/clinical/co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Students in the AOT-Medical (AOT-M) program should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

Health and Human Services Programs

Health and Human services programs, outlined in the program descriptions, require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular college application:

1. Meet with a counselor to discuss additional program requirements if applicable. Some programs may require a tour at the clinical site as part of program requirements.
2. All health students accepted into a curriculum program must submit a complete medical history form, required immunizations/vaccines documents, criminal background investigation (CBI) check and a drug screen test as determined by each clinical site. The due dates to be determined by each department chair or program director.
3. Applicants wishing to enroll in any health program must submit to a criminal background investigation (CBI) check and a drug screen test. Applicants wishing to enroll in the Associate of Applied Science Early Care & Education degree program, the Infant and Toddler Certificate or the Early Childhood Development Certificate Program must submit to a criminal background investigation (CBI) only.

   The CBI and drug screen test are at the student's expense. Any of these tests that must be repeated are at the student's expense.

4. The South Carolina Board of Nursing has determined that criminal convictions for any of the following crimes should be treated as prima facie evidence that an applicant is unfit or unsuited to engage in the profession of nursing:

   a) Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill) and

   b) Crimes involving the distribution of illegal drugs.

5. The clinical sites may determine that students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the following crimes are deemed unqualified to attend clinical training. Crimes including, but not limited to the following:
    a. Child or adult abuse
    b. Sexual assault
    c. Assault with a deadly weapon
    d. Neglect
    e. Mistreatment of residents, patients/clients
    f. Misappropriation of resident/patient/client property

(Facilities may exercise discretion regarding convictions.) Any student unable to attend any one of the clinical affiliates will be administratively withdrawn from his or her program of study.

A student having a positive drug test will be administratively withdrawn from their curriculum program for one year. Upon recycling into their program, he or she will be required to have drug testing every semester until completing their program of study. The drug testing will be at the student's expense. If the student tests positive, he/she will be dismissed from their program of study and will not be allowed to enter any other health program.

Students will have a criminal background investigation (CBI) as determined by the state(s) in which he/she has resided in over the past 12 months. The criminal background investigation (CBI) check and drug screen test will be initiated after the student has been accepted into the specific curriculum program or course of study prior to beginning any clinical rotation.

6. Felons will not be eligible for taking the certification examination unless the American Association of Medical Assistants' Certifying Board grants a waiver based on one or more mitigating circumstances listed in the disciplinary standards.

7. The Medical Laboratory Technology Program is accredited for a limited number of students for clinical training. In the event that a clinical site is not available, a waiting list will be used. A ranking of students from highest to lowest grade point average (GPA) will be made from the student's cumulative GPA. In the event of a tie, the student's admission date will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she is placed on the ranking list.

8. Applicants of the Expanded Duty Dental Assisting, Medical Assisting, Patient Care Technician, Paramedic, Surgical Technology and the Therapeutic Massage Programs must be at least 18 years of age. Graduates of the Pharmacy Technician and EMT Programs must be at least 18 years of age.

9. For registration and certification requirements for the Pharmacy Technician Program, see the program description, *Unique Aspects* section.

Health and Human Services programs typically limit the number of students who may begin the discipline specific (e.g. nursing or pharmacy) courses in any given semester. Students who are accepted to the College may select Health and Human Services programs, but that **does not guarantee the student a seat in the discipline specific curriculum**. Accepted Health and Human Services program applicants should refer to specific academic requirements and standards of the chosen health and human services program for specific program information and required GPA. Students who have been selected to enter the discipline specific curriculum will be notified by the Admissions Office, in writing. The Health and Human Services Division maintains a list of program specific requirements. These can be seen on the SCC website.

Health and Human Services program majors who have not been selected to enter the discipline specific curriculum typically, but not always, will be allowed to take transitional, liberal arts, or other courses from the program. Students should attend a Health and Human Services careers meeting for additional information. These meetings are held at

regular intervals during the year, and schedules are available on SCC's website.

Courses that contain a clinical practicum component cannot be audited.

Program Specific Requirements:

Basic Interpreting Certificate: ASL 101, ASL 102, ASL 201, ASL 202 (or demonstrate proficiency on ASL entrance evaluation)

Medical Assisting: One unit high school biology or chemistry or equivalent.

Medical Laboratory Technology: One unit of high school chemistry or equivalent; one unit of high school biology or equivalent.

Nursing (Associate Degree): The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

Paramedic: documentation of current SC EMT certification; Exemption credit for EMS 105 and EMS 106 will be awarded with documentation of current SC EMT certification. The SC EMT certification must remain valid the entire program. Students must also have completed 45 clock hours of college-level anatomy and physiology.

Pharmacy Technician: One unit of high school biology or chemistry or equivalent.

Radiologic Technology: One unit of high school biology or chemistry or equivalent. The program admits students annually through a selective application process (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

Respiratory Care: One unit high school biology or chemistry or equivalent. The program admits students annually through a selective application process (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

Surgical Technology: One unit of high school biology or chemistry or equivalent. The program admits students annually through a selective application process (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

Therapeutic Massage: One unit of high school biology or chemistry or equivalent.

Programs of Study

ACCOUNTING

Accounting, AAS Degree
Accounting, Information Systems Electives, AAS Degree
Administrative Accounting Specialist Certificate

Accounting (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening
Curriculum Code: 35002

Program Description

Accounting students develop the skills to analyze, record, summarize and report accounting information. A comprehensive study of financial and managerial applications will include individual income tax procedures, cost and budget analysis and automated accounting systems. Students learn techniques in standard costing, variance analysis and inventory management.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis.

Professional Opportunities

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant.

EEDA Career Cluster:

Government & Public Administration; Business, Management and Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Public Speaking	SPC 205
3	Macroeconomics	ECO 210
3	Probability and Statistics	MAT 120
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Individual Tax Procedures	ACC 124
3	Payroll Accounting	ACC 150
3	Intermediate Accounting I	ACC 201
3	Intermediate Accounting II	ACC 202
3	Business Taxation	ACC 224
3	Cost Accounting I	ACC 230
3	Integrated Accounting Software	ACC 246
3	Not-for-Profit Accounting	ACC 265
3	Selected Topics in Accounting	ACC 275
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178

Credits	Course Title	Course Code
3	Principles of Management	MGT 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
ACC 124	Individual Tax Procedures**	3
ACC 150	Payroll Accounting**	3
CPT 178	Software Applications**	3
ECO 210	Macroeconomics**	3
ENG 102	English Composition II	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 201	Intermediate Accounting I**	3
ACC 224	Business Taxation**	3
ACC 230	Cost Accounting I**	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 202	Intermediate Accounting II**	3
ACC 246	Integrated Accounting Software**	3

Course Code	Course Title	Credit Hours
ACC 265	Not-for-Profit Accounting**	3
ACC 275	Special Topics in Accounting**	3
BUS 121	Business Law I**	3
		Total Credits 64

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Perform all functions of an accounting cycle by using a double-entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles (GAAP).
3. Interpret and analyze financial and managerial information for decision making.
4. Apply the conceptual framework of accounting under state and federal laws.
5. Analyze and record financial transactions in a computerized general ledger system.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.

Accounting Specialist (Certificate)

Program Start Date: Fall or spring terms
Minimum Program Length: 32 academic weeks; 2 terms day, 3 terms evening
Curriculum Code: 70922

Program Description

Accounting specialist students develop basic accounting skills to analyze, record, summarize and report accounting information. A comprehensive study of payroll accounting procedures, individual income tax procedures, Excel spreadsheet applications, and computerized accounting software applications are included. Students focus on communication, general office procedures and professional development.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using Excel spreadsheets, and perform accounting applications using integrated accounting software. Projects are assigned that simulate actual applications in today's offices, allowing students to develop individual software skills. Effective communication, team building and problem-solving skills will be stressed..

Professional Opportunities

Accounting clerk, payroll clerk, bookkeeper, billing clerk, accounts receivable clerk, accounts payable clerk, office assistant, inventory control clerk, administrative specialist and tax preparer.

Unique Aspects

Graduates of this program may transfer credits into the Accounting associate degree program.

EEDA Career Cluster:

Government & Public Administration; Business, Management & Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Individual Tax Procedures	ACC 124
3	Payroll Accounting	ACC 150
3	Integrated Accounting Software	ACC 246
3	Personal Finance	BAF 101
3	Business Law	BUS 121
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
ACC 124	Individual Tax Procedures**	3
ACC 150	Payroll Accounting**	3
ACC 246	Integrated Accounting Software**	3
CPT 178	Software Applications**	3
		Total Credits 28

**A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Perform all functions of an accounting cycle by using a double entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles.
3. Apply the conceptual framework of accounting under state and federal laws.
4. Analyze and record financial transactions in a computerized general ledger system

Accounting with Information System Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening
Curriculum Code: 35002

Program Description

Accounting with Information System Electives students develop the skills to analyze, record, summarize, and report accounting information, while also being able to generate reports from and maintain data within a standard database. A comprehensive study of financial and managerial software applications, basic programming and databases will include standard accounting principles, cost and budget analysis, automated accounting systems, corporate governance requirements, and financial reporting requirements.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer, public accountant, database technician, information system technician, computer technician, and financial database analyst

Unique Aspects

The rationale for the Accounting with Information system Electives program is to fulfill the business community's need for employees who can effectively handle a medium to large database while also possessing the skills to understand the financial requirements for the organization. Students will also be knowledgeable of security requirements for the database and new regulatory requirements related to corporate governance and financial reporting.

EEDA Career Cluster:

Government & Public Administration; Business, Management and Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Macroeconomics	ECO 210
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Intermediate Accounting I	ACC 201
3	Cost Accounting I	ACC 230
3	Integrated Accounting Software	ACC 246

Credits	Course Title	Course Code
3	Not-for-Profit Accounting	ACC 265
3	Selected Topics in Accounting	ACC 275
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
3	Systems and Procedures	CPT 264
12	Information System electives	CPT 202, CPT 242, CPT 244, CPT 282, CPT 285, IST 166, IST 222

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
CPT 178	Software Applications**	3
CPT 264	Systems and Procedures**	3
ECO 210	Macroeconomics**	3
ENG 102	English Composition II	3
	Approved CPT/IST elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 201	Intermediate Accounting I**	3
ACC 230	Cost Accounting I**	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	Approved CPT/IST elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 246	Integrated Accounting Software**	3
ACC 265	Not-for-Profit Accounting**	3
ACC 275	Selected Topics in Accounting**	3
	Approved CPT/IST elective**	3
	Approved CPT/IST elective**	3
		Total Credits 64

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Perform all functions of an accounting cycle by using a double-entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles (GAAP).
3. Interpret and analyze financial and managerial information for decision making.
4. Construct a new information system based on needs analysis.
5. Demonstrate ability to speak publicly, listen actively, and respond effectively

ADMINISTRATIVE OFFICE TECH

Administrative Office Technology, AAS Degree

Administrative Office Technology, Legal, AAS Degree

Administrative Office Technology, Medical, AAS Degree

Administrative Support Certificate

Medical Coding and Reimbursement Specialist Certificate

Medical Coding and Reimbursement Specialist, AAS Degree

Administrative Office Technology
(Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening
Curriculum Code: 35002

Program Description

Administrative Office Technology students develop basic and advanced skills in microcomputer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, and professional development and office management skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in business and industry and case studies to develop office supervision skills. Projects simulate actual applications in today's offices, allowing students to develop advanced individual and integrated software application skills. Students develop effective communication, team-building and problem-solving skills. Students are required to complete practical work experience in a local business office.

Professional Opportunities

Administrative assistant, executive assistant, office manager, administrative professional.

Unique Aspects

This program prepares students for the Microsoft Office Specialist certification. The college offers experiential learning credit opportunities for students who have successfully passed the Certified Administrative Professional (CAP) examination. Students are encouraged to contact the Business Technologies department chair for more information.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Contemporary Mathematics	MAT 155
3	Public Speaking	SPC 205
3	Accounting Concepts	ACC 111

Credits	Course Title	Course Code
3	Integrated Accounting Software	ACC 246
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Office Communications	AOT 134
3	Office Procedures I	AOT 141
3	Advanced Office Procedures II	AOT 142
3	Customer Service	AOT 180
3	Office Simulation	AOT 254
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Microcomputer Data Base	CPT 172
3	Microcomputer Spreadsheets	CPT 174
3	Microcomputer Word Processing	CPT 179
3	Cooperative Work Experience II	CWE 123
3	Office Management	MGT 110

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AOT 105	Keyboarding**	3
AOT 134	Office Communications**	3
AOT 141	Office Procedures**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
AOT 180	Customer Service**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 142	Office Procedures II**	3
CPT 172	Microcomputer Data Base**	3
CPT 174	Microcomputer Spreadsheets**	3
CPT 179	Microcomputer Word Processing**	3
MAT 155	Contemporary Mathematics	3
ENG 101	English Composition I	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts**	3

Course Code	Course Title	Credit Hours
AOT 133	Professional Development**	3
AOT 254	Office Simulation**	3
BUS 121	Business Law**	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 246	Integrated Accounting Software**	3
CWE 123	Cooperative Work Experience**	3
MGT 110	Office Management**	3
	Humanities/Fine Arts General Education Course	3
	Social/Behavioral Science General Education Course	3
		Total Credits 64

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using software tools.
4. Demonstrate computer, office equipment and keyboarding proficiency.
5. Prepare and revise written communication.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.

Administrative Office Technology with Legal Electives (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 64 academic weeks; 4 terms (day only)
Curriculum Code: 35002

Program Description

Administrative Office Technology with Legal Electives students develop skills to prepare for employment as general office professionals in the legal field. Students will be provided with the fundamentals of basic legal and administrative skills used in the legal office environment.

Practical Experience

Students are given an opportunity to train in a legal office environment, learn how to assist attorneys/paralegals and their clients and successfully handle legal office work requirements. Projects in filing, legal document applications, legal software and basic clerical skills are assigned. Simulations, shadowing experiences and field trips also help to enrich the student's training. Effective communication, team building and problem-solving skills will be stressed. Students are required to complete practical work experience in a local law firm or corporate legal department

Professional Opportunities

Patent office administrative assistant, contracts, administrative assistance, office administrator, legal office assistant and general office assistant.

Unique Aspects

This program prepares students for the Accredited Legal Professional (ALP) certification. After completion of this degree, students may apply to Spartanburg Methodist College for admission to the Paralegal Certificate Program.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Government and Public Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	American Government	PSC 201
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Contemporary Mathematics	MAT 155
3	Public Speaking	SPC 205
3	Accounting Concepts	ACC 111
3	Integrated Accounting Software	ACC 246
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Office Communications	AOT 134

Credits	Course Title	Course Code
3	Office Procedures I	AOT 141
3	Legal Office Procedures I	AOT 144
3	Customer Service	AOT 180
3	Legal Document Production	AOT 213
3	Legal Systems and Procedures	AOT 253
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Microcomputer Spreadsheets	CPT 174
3	Microcomputer Word Processing	CPT 179
3	Introduction to Criminal Justice	CRJ 101
3	Cooperative Work Experience II	CWE 123

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AOT 105	Keyboarding**	3
AOT 141	Office Procedures**	3
AOT 134	Office Communications**	3
BUS 121	Business Law**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 144	Legal Office Procedures**	3
AOT 213	Legal Document Production**	3
CRJ 101	Introduction to Criminal Justice**	3
ENG 101	English Composition I	3
CPT 174	Microcomputer Spreadsheets**	3
CPT 179	Microcomputer Word Processing**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts**	3
AOT 133	Professional Development**	3
AOT 180	Customer Service**	3
AOT 253	Legal Systems and Procedures**	3

Course Code	Course Title	Credit Hours
MAT 155	Contemporary Mathematics	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 246	Integrated Accounting Software**	3
CWE 123	Cooperative Work Experience**	3
PSC 201	American Government	3
SPC 205	Public Speaking	3
	Humanities/Fine Arts General Education Course	3
		Total Credits 64

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using software tools.
4. Demonstrate computer, office equipment and keyboarding proficiency.
5. Prepare and revise written communication.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.
7. Articulate legal terminology and documents.

Administrative Office Technology - Medical (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 64 academic weeks; 4 terms (day only)
Curriculum Code: 35002

Program Description

Administrative Office Technology - Medical students develop the essential skills to work in or manage medical offices, medical records departments and other related health care facilities. Students focus on medical terminology; medical office procedures; microcomputer word processing, spreadsheet, database, communications and Internet applications; general office management; insurance, coding, billing and patient service skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in local doctors' offices and health care facilities through scheduled internships.

Professional Opportunities

Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects

Students receive certification in CPR and OSHA.

EEDA Career Cluster:

Health Science

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Mathematics	MAT 155
3	Public Speaking	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Accounting Concepts	ACC 101
3	Medical Terminology	AHS 102
3	Keyboarding	AOT 105
3	Professional Development	AOT 133

Credits	Course Title	Course Code
3	Office Communications	AOT 134
3	Office Procedures I	AOT 141
3	Medical Information Processing	AOT 164
3	Customer Service	AOT 180
3	Medical Systems and Procedures	AOT 252
3	SCWE in Administrative Office	AOT 270
3	Introduction to Computers	CPT 101
3	Microcomputer Spreadsheets	CPT 174
3	Microcomputer Word Processing	CPT 179
3	Medical Office Communications and Practices	HIM 105
3	Current Procedural Terminology I	HIM 140
3	Medical Business Records	MED 109

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology**	3
AOT 105	Keyboarding**	3
AOT 134	Office Communications**	3
AOT 141	Office Procedures I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 164	Medical Information Processing**	3
CPT 179	Microcomputer Word Processing**	3
ENG 101	English Composition I	3
HIM 105	Medical Office Communications & Practices**	3
MED 109	Medical Business Records**	3
	Humanities/Fine Arts General Education Course	3

Third Semester

Course Code	Course Title	Credit Hours
AOT 180	Customer Service**	3
AOT 252	Medical Systems and Procedures **	3

Course Code	Course Title	Credit Hours
CPT 174	Microcomputer Spreadsheet**	3
HIM 140	Current Procedural Terminology I**	3
MAT 155	Contemporary Mathematics	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts**	3
AOT 133	Professional Development**	3
AOT 270	SCWE in Office Systems**	3
SPC 205	Public Speaking	3
	Social/Behavioral Science General Education Course	3
		Total Credits 64

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using appropriate software.
4. Demonstrate computer, office equipment and keyboarding proficiency.
5. Prepare and revise written communication.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.
7. Articulate medical terminology and documents.

Administrative Support Specialist (Certificate)

Program Start Date: Fall, spring s
Minimum Program Length: 32 academic weeks; 2 terms day or evening
Curriculum Code: 71288

Program Description

Administrative Support students are trained in the principles of word processing, spreadsheet, data base and presentation applications as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include business communications, general office procedures, customer service, professional development and accounting concepts.

Practical Experience

Students are given the opportunity to use up-to-date computer hardware and software similar to that used in industry. Projects are assigned that simulate actual applications in today's offices, allowing students to develop integrated as well as individual software skills. Effective communication, team-building and problem-solving skills will be stressed.

Professional Opportunities

Administrative specialist, information specialist, software application specialist, receptionist, customer service representative, general office clerk.

Unique Aspects

Students will complete 80 hours of work experience in a designated office environment. Credits earned in this certificate may be applied to the Administrative Office Technology associate degree.

EEDA Career Cluster:

Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
3	Accounting Concepts	ACC 111
3	Professional Development	AOT 133
3	Office Communications	AOT 134
3	Office Procedures I	AOT 141
3	Advanced Office Procedures II	AOT 142
3	Customer Service	AOT 180
3	Introduction to Computers	CPT 101
3	Microcomputer Word Processing	CPT 179
1	Cooperative Work Experience III	CWE 131

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AOT 134	Office Communications**	3
AOT 141	Office Procedures I**	3
AOT 180	Customer Service**	3
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts**	3
AOT 133	Professional Development**	3
AOT 142	Office Procedures II**	3
CPT 179	Microcomputer Word Processing**	3
CWE 131	Cooperative Work Experience**	1
		Total Credits 25

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using software tools.
4. Demonstrate computer, office equipment and keyboarding proficiency

Medical Coding and Reimbursement Specialist – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 64 academic weeks; 4 terms
Curriculum Code: 35318

Program Description

The Medical Coding and Billing Reimbursement Specialist Program prepares students for entry-level positions in medical coding and billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers). The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses for medical codes in health care include: performing insurance verification, preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural codes. This program includes concepts – in HIPAA compliance requirements, industry-specific techniques for filing insurance and performing diagnostic and procedural coding procedures.

Practical Experience

Students gain interpersonal, comprehensive technical skills through clinical rotations in local medical offices and other health care facilities.

Professional Opportunities

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims.

Unique Aspects

Students will complete courses using online, hybrid, and on-site formats. This program is designed to meet the needs of the working adult. Effective Summer 2013, AHS 102 and AHS 104 may not be more than 3 years old for MCRS students at the time of curriculum entry.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
2	Basic Pharmacology	AHS 121
3	Customer Service	AOT 180
1	Introduction to College	COL 101
6	English	ENG 101 & 102
3	Introduction to Computers	CPT 101
3	Billing and Reimbursement	HIM 130
3	Medical Pathology	HIM 135

3	Coding Practicum I	HIM 150
3	Coding and Classification I	HIM 216
3	Coding and Classification II	HIM 225
3	Coding and Classification III	HIM 250
3	Math	MAT 155
3	Public Speaking	SPC 205
3	General Psychology	PSY 201
12	Secondary Technical Specialty Courses: Choose 4 from either cluster:	AOT: AOT 133, AOT 134, AOT 141, BUS 220, CPT 179, MGT 110 MGT: MGT 101, MGT 201, BAF 101, BUS 220, MKT 101

Semester Display

First Semester

FIRST 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
AOT 180	Customer Service	3

Second Semester

SECOND 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
AHS 121	Basic Pharmacology	2
HIM 216	Coding and Classification I	3

Full Semester

Full Semester – Summer and Spring

Course Code	Course Title	Credit Hours
AHS 104	Medical Vocabulary/Anatomy	3
COL 101	Introduction to College	1

Second Semester

FIRST 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
HIM 130	Billing and Reimbursement	3
HIM 225	Coding and Classification II	3

SECOND 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
HIM 135	Medical Pathology	3

Course Code	Course Title	Credit Hours
HIM 150	Coding Practicum I	3
HIM 225	Coding and Classification III	3

Third Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
MAT 155	Contemporary Mathematics	3
	Secondary Tech Speciality Course*	3
	Secondary Tech Speciality Course*	3

Fourth Semester

Course Code	Course Title	Credit Hours
ENG 102	English Composition II	3
PSY 201	General Psychology	3
CPT 101	Introduction to Computers	3
	Secondary Tech Speciality Course*	3
	Secondary Tech Speciality Course*	3
		Total Credits 60

Of the Secondary Technical Specialty Courses: ALL 12 credits MUST come from one of the specific focus areas listed below:
AOT (Administrative Office Technology): AOT 133, AOT 134; AOT 141, BUS 120, CPT 179, MGT 110
MGT (Management with Human Resources Electives): MGT 101, MGT 201, MGT 255, BAF 101, BUS 220, MKT 101

Program Learning Outcomes

Students will be able to:

1. Demonstrate a working knowledge of various types of health insurance.
2. Apply appropriate CPT codes to various patient services.
3. Classify ICD-9-CM and ICD-10-CM codes to the highest level of specificity.
4. Demonstrate their ability to speak publicly, listen actively, and respond effectively.
5. Explain different reimbursement methodologies.
6. Demonstrate proficiency in solving real-world coding scenarios through assistance in a local medical practice.

Medical Coding and Reimbursement Specialist (Certificate)

Program Start Date: Summer and spring semesters
Minimum Program Length: 32 academic weeks; 2 consecutive terms (evening)
Curriculum Code: 71230

Program Description

The Medical Coding and Billing Reimbursement Specialist Program prepares students for entry-level positions in medical coding and billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers). The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses for medical codes in health care include: performing insurance verification, preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural codes. This program includes concepts – in HIPAA compliance requirements, industry-specific techniques for filing insurance and performing diagnostic and procedural coding procedures..

Practical Experience

Students gain interpersonal, comprehensive technical skills through clinical rotations in local medical offices and other health care facilities.

Professional Opportunities

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims.

Unique Aspects

Students will complete courses using online, hybrid, and on-site formats. This program is designed to meet the needs of the working adult. Effective Summer 2013, AHS 102 and AHS 104 may not be more than 3 years old for MCRS students at the time of curriculum entry.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
2	Basic Pharmacology	AHS 121
3	Customer Service	AOT 180
1	Introduction to College	COL 101
3	Billing and Reimbursement	HIM 130
3	Medical Pathology	HIM 135
3	Coding Practicum I	HIM 150
3	Coding and Classification I	HIM 216
3	Coding and Classification II	HIM 225
3	Coding and Classification III	HIM 250

Semester Display

First Semester

FIRST 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
AOT 180	Customer Service	3

Second Semester

SECOND 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
AHS 121	Basic Pharmacology	2
HIM 216	Coding and Classification I	3

Full Semester

Full Semester – Summer and Spring

Course Code	Course Title	Credit Hours
AHS 104	Medical Vocabulary/Anatomy	3
COL 101	Introduction to College	1

Second Semester

FIRST 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
HIM 130	Billing and Reimbursement	3
HIM 225	Coding and Classification II	3

SECOND 5 WEEKS – SUMMER or 7.5 WEEKS – SPRING (BLOCK SEMESTER)

Course Code	Course Title	Credit Hours
HIM 135	Medical Pathology	3
HIM 150	Coding Practicum I	3
HIM 225	Coding and Classification III	3
		Total Credits 31

Program Learning Outcomes

Students will be able to:

1. Demonstrate a working knowledge of various types of health insurance.
2. Apply appropriate CPT codes to various patient services.
3. Classify ICD-9-CM and ICD-10-CM codes to the highest level of specificity.

ADVANCED MANUFACTURING

Automated Manufacturing Technology, AAS Degree

Industrial Electricity Certificate

Industrial Electricity, AAS Degree

Industrial Electronics Technology, AAS Degree

Industrial Repair Technology Certificate

Industrial Repair Technology, AAS Degree

Mechanical/Electrical Technology Certificate

Mechatronics Technology I Certificate

Mechatronics Technology II Certificate

Mechatronics, AAS Degree

Production Associate Technology I Certificate

Production Associate Technology II Certificate

Production Associate Technology, AAS Degree

Automated Manufacturing Technology (Associate Degree in Applied Science)

Program Start Date: Any term
Minimum Program Length: 74 academic weeks; 5 terms day, 6 terms evening
Curriculum Code: **35362**

Program Description

Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience

Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques, and solving problems on computers

Professional Opportunities

Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Unique Aspects

The automated manufacturing technology curriculum is unique in that it incorporates the fields of electrical, electronic, mechanical, computer programming, robotics, and process control systems into one course of study. This is extremely attractive to employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER), in an assortment of modules related to the field of automation, process control and industrial maintenance technology.

EEDA Career Cluster:

Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201,

Credits	Course Title	Course Code
		SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101,THE 105
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 112, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, PSY 203, PSY 212, PSY 214, SOC 101, SOC 102, SOC 205
2	Industrial Computer Techniques	EEM 107
4	Hydraulics & Pneumatics	IMT 131
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118
3	Preventive Maintenance	IMT 160
2	Industrial Safety	IMT 102
4	Motor Control I	EEM 151
3	Robotics & Automated Controls	AMT 105
2	Automated Manufacturing Overview	AMT 101
3	Electronic Devices I	EEM 201
3	Robotics & Automated Controls II	AMT 205
3	AC Machines	EEM 211
3	DC/AC Drives	EEM 221
3	Digital Circuits	EEM 231
3	Hand Tools	IMT 112
3	Programmable Controllers	EEM 251
3	Programmable Controllers Applications	EEM 252
4	Mechanical Power Applications	IMT 161
2	Electricity & Automation	AMT 206

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
IMT 131	Hydraulics & Pneumatics	4

Second Semester

Course Code	Course Title	Credit Hours
EEM 107	Industrial Computer Techniques	2
IMT 160	Preventive Maintenance	3
MAT 155	Contemporary Math	3
IMT 102	Industrial Safety	2
EEM 118	AC/DC Circuits II	4
EEM 211	AC Machines	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3
AMT 220	Lean Manufacturing	3
EEM 251	Programmable Controllers	3
AMT 105	Robotics & Automated Control	3

Fourth Semester

Course Code	Course Title	Credit Hours
AMT 101	Automated Manufacturing Overview	2
ENG 165	Professional Communications	3
EEM 231	Digital Circuits I	3
EEM 252	Programmable Controller Applications	3
MAT 170	Algebra Geometry, and Trigonometry	3
AMT 205	Robotics and Automated Controls II	3

Fifth Semester

Course Code	Course Title	Credit Hours
IMT 112	Hand Tools	3
IMT 161	Mechanical Power Application	4
AMT 206	Electricity & Automation	2
	Social/Behavioral Science General Education Course	3
	Humanities/Fine Arts General Education Course	3
		Total Credits 74

Program Learning Outcomes

Students will be able to:

1. Demonstrate knowledge of electricity, electronics, hydraulics and pneumatics.

2. Demonstrate a knowledge of sensor utilization for measuring flow, pressure, speed, voltage, current, torque, force, temperature, etc.
3. Demonstrate an understanding of PLC programming and program design.
4. Demonstrate proper use and operation of hand tools.
5. Describe the structural and functional characteristics of various types of robots and automated systems.
6. Select appropriate operations management and industrial engineering cost reduction techniques to a manufacturing environment.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Industrial Electricity (Certificate)

Program Start Date: Fall or Spring Term
Minimum Program Length: 42 academic weeks; 3 terms day or evening
Curriculum Code: 70998

Program Description

Industrial electricity students study electrical theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronics salesperson, electrical maintenance person, general electrical worker.

Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree in Industrial Electronics or Automated Manufacturing Technology. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster:

Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
2	Industrial Computer Techniques	EEM 107
3	Meters and Measurements	EEM 121
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118
3	Control Circuits	EEM 145
4	Motor Control I	EEM 151
4	Motor Control II	EEM 152
3	Introduction to Process Control	EEM 162
3	Electronic Devices I	EEM 201
3	AC Machines	EEM 211
3	Programmable Controllers	EEM 251

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EEM 117	AC/DC Circuits I	4
EEM 121	Meters and Measurements	3
EEM 151	Motor Controls I	4
EEM 211	AC Machines	3

Second Semester

Course Code	Course Title	Credit Hours
EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 145	Control Circuits	3
EEM 201	Electronics Devices	3
EEM 251	Programmable Controllers	3
		Total Credits 36

Program Learning Outcomes

Students will be able to:

1. Apply safe workplace practices regarding electricity.
2. Apply basic formulas for electronics and electricity.
3. Develop basic trouble shooting techniques for electronic and electrical circuits.

Industrial Electricity – General Technology (Associate Degree in Applied Science)

Program Start Date: Any term
Minimum Program Length: 74 academic weeks; 5 terms
Curriculum Code: **35318**

Program Description

Students will complete a primary technical specialty in Industrial Electricity and a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronics salesperson, electrical maintenance technician, general electrical technician.

Unique Aspects

Students must be a graduate of an industrial electricity certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster:

Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
2	Industrial Computer Techniques	EEM 107
3	Meters and Measurements	EEM 121
4	AC/DC Circuits I	EEM 117

Credits	Course Title	Course Code
4	AC/DC Circuits II	EEM 118
3	Control Circuits	EEM 145
4	Motor Control I	EEM 151
4	Motor Control II	EEM 152
3	Introduction to Process Control	EEM 162
3	Electronic Devices I	EEM 201
3	AC Machines	EEM 211
3	Programmable Controllers	EEM 251
3	Hand and Power Tools	IMT 112
12	Secondary Technical	AMT 101, AMT 105, AMT 206, IMT 102, IMT 120, IMT 131

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 121	Meters and Measurements	2
EEM 151	Motor Controls I	4
EEM 162	Introduction to Process Control	3

Second Semester

Course Code	Course Title	Credit Hours
EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
EEM 152	Motor Controls II	4
EEM 211	AC Machines	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 145	Control Circuits	3
EEM 201	Electronic Devices I	3
EEM 251	Programmable Controllers	3
IMT 112	Hand and Power Tools	3

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 155	Contemporary Mathematics	3
ENG 165	Professional Communications	3
	Secondary Technical Specialty	4
	Secondary Technical Specialty	4

Fifth Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Science General Education Course	3
	Secondary Technical Specialty	4
	Humanities/Fine Arts General Education Course	3
MAT 170	Trigonometry	3
		Total Credits 66

Program Learning Outcomes

Students will be able to:

1. Apply basic formulas for electronics and electricity.
2. Apply safe workplace practices
3. Interpret established symbols and terminology common to the electronic and electrical trade.
4. Function effectively as a member of a technical team.
5. Develop basic trouble shooting techniques for electronic and electrical circuits.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Industrial Electronics Technology
(Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35362**

Program Description

Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience

Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities

Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician.

Unique Aspects

There is an opportunity to obtain national certification through the NationalCenter for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster:

Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
2	Industrial Computer Techniques	EEM 107
3	Meters and Measurements	EEM 121
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118

Credits	Course Title	Course Code
3	Schematics Analysis	EEM 123
3	Control Circuits	EEM 145
4	Motor Control I	EEM 151
4	Motor Control II	EEM 152
3	Introduction to Process Control	EEM 162
3	Electronic Devices I	EEM 201
3	Electronic Devices II	EEM 202
3	AC Machines	EEM 211
3	DC/AC Drives	EEM 221
3	Digital Circuits	EEM 231
4	Basic Microprocessors	EEM 240
3	Programmable Controllers	EEM 251
3	Programmable Controllers Applications	EEM 252
3	Technical Troubleshooting	EEM 275
3	Applied Troubleshooting	EEM 276

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
MAT 155	Contemporary Math	3
EEM 162	Introduction to Process Control	3
EEM 107	Industrial Computer Techniques	2

Second Semester

Course Code	Course Title	Credit Hours
EEM 121	Meters and Measurements	2
EEM 118	AC/DC Circuits II	4
EEM 152	Motor Controls II	4
MAT 170	Algebra Trigonometry	3
EEM 211	AC Machines	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3

Course Code	Course Title	Credit Hours
EEM 145	Control Circuits	3
EEM 251	Programmable Controllers	3
ENG 165	Professional Communications	3

Fourth Semester

Course Code	Course Title	Credit Hours
EEM 202	Electronic Devices II	3
EEM 221	DC/AC Drives	3
EEM 231	Digital Circuits I	3
EEM 252	Programmable Controller Applications	3
	Social/Behavioral Sciences General Education Course	3

Fifth Semester

Course Code	Course Title	Credit Hours
EEM 123	Schematic Analysis	3
EEM 240	Basic Microprocessors	4
EEM 275	Technical Troubleshooting	3
EEM 276	Applied Troubleshooting	3
	Humanities/Fine Arts General Education Course	3
		Total Credits 76

Program Learning Outcomes

Students will be able to:

1. Apply the knowledge, techniques, skills, and modern tools to industrial engineering technology activities.
2. Conduct standard tests and measurements.
3. Apply knowledge of mathematics, science, engineering and technology to electrical engineering challenges that require limited application of principles but extensive practical knowledge.
4. Function effectively as a member of a technical team.
5. Demonstrate the ability to conduct, analyze and interpret electrical experiments.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Industrial Repair Technology (Certificate)

Program Start Date: Any Term
Minimum Program Length: 42 academic weeks; 3 terms day
Curriculum Code: 71226

Program Description

The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Practical Experience

Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving mechanical systems, equipment, and in an industrial environment. Problem-solving skills included in the curriculum teach students how to perform basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Professional Opportunities

Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright.

Unique Aspects

Graduates can apply credits earned as a career ladder toward a degree and gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements

Credits	Course Title	Course Code
3	Contemporary Mathematics	MAT 155
2	Introduction to Industrial Technology	IMT 108
2	Industrial Computer Techniques	EEM 107
2	Automated Manufacturing Overview	AMT 101
2	Basic Electricity	EEM 105
3	Hand Tool operations	IMT 112
2	Industrial Print Reading	EGT 123
2	Pumps	IMT 124
3	Industrial Instrumentation	IMT 110
3	Preventive Maintenance	IMT 160
4	Hydraulics & Pneumatics	IMT 131

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
IMT 108	Introduction to Industrial Technology	2
EGT 123	Industrial Print Reading	2
IMT 112	Hand Tool Operations	3
IMT 110	Industrial Instrumentation	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 131	Hydraulics & Pneumatics	4
IMT 120	Mechanical Installation	5
IMT 161	Mechanical Power Applications	4

Third Semester

Course Code	Course Title	Credit Hours
IMT 102	Industrial Safety	2
IMT 160	Preventive Maintenance	3
IMT 124	Pumps	2
MAT 155	Contemporary Math	3
AMT 101	Automated Manufacturing Overview	2
		Total Credits 39

Program Learning Outcomes

Students will be able to:

1. Demonstrate understanding of the theory and operation of basic industrial systems.
2. Read and understand blueprints and schematic diagrams.
3. Install and connect components and circuits used in basic industrial systems.
4. Function effectively as a member of a technical team.
5. Analyze, test, troubleshoot and repair components and circuits used in basic industrial systems.

Industrial Repair Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35318**

Program Description

The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Professional Experience

Students learn to properly service, maintain, repair and/or install industrial equipment or equipment parts for a wide range of industrial machinery. Problem-solving skills included in the curriculum teach students how to perform routine maintenance, basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Professional Opportunities

Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright, and team leader/ supervisor.

Unique Aspects

This degree allows students to participate in co-op work experiences or take secondary technical electives to learn the skills required in a particular manufacturing industry. Students must complete the Industrial Repair certificate prior to being accepted into this degree. Graduates may apply credits earned in the Industrial Repair degree program as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Machine Tool, Mechatronics or Production Associate Technology. See a program advisor for details on specific program details

EEDA Career Cluster:

Manufacturing, Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematic

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC

Credits	Course Title	Course Code
		201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
2	Introduction to Industrial Technology	IMT 108
2	Industrial Computer Techniques	EEM 107
2	Automated Manufacturing Overview	AMT 101
2	Basic Electricity	EEM 105
3	Hand Tool operations	IMT 112
2	Industrial Print Reading	EGT 123
2	Pumps	IMT 124
3	Industrial Instrumentation	IMT 110
3	Preventive Maintenance	IMT 160
4	Hydraulics & Pneumatics	IMT 131
5	Mechanical Installation	IMT 120
4	Mechanical Power Applications	IMT 161
12	Secondary Technical Specialty	WLD 106, WLD 113, WLD 115, ACR 101, ACR 106 , ACR 125

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
IMT 108	Introduction to Industrial Technology	2
EGT 123	Industrial Print Reading	2
IMT 112	Hand Tool Operations	3
IMT 110	Industrial Instrumentation	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 131	Hydraulics & Pneumatics	4
IMT 120	Mechanical Installation	5
IMT 161	Mechanical Power Applications	4

Third Semester

Course Code	Course Title	Credit Hours
IMT 102	Industrial Safety	2
IMT 160	Preventive Maintenance	3

Course Code	Course Title	Credit Hours
IMT 124	Pumps	2
MAT 155	Contemporary Math	3
AMT 101	Automated Manufacturing Overview	2

Fourth Semester

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
MAT 170	Algebra Trigonometry	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3

Fifth Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Science General Education Course	3
	Humanities/Fine Arts	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3
		Total Credits 64

Program Learning Outcomes

Students will be able to:

1. Demonstrate understanding of the theory and operation of basic industrial systems.
2. Read and understand blueprints and schematic diagrams.
3. Install and connect components and circuits used in basic industrial systems.
4. Function effectively as a member of a technical team
5. Analyze, test, troubleshoot and repair components and circuits used in basic industrial systems.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Mechanical Electrical Technology (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 42 academic weeks; 3 terms day
Curriculum Code: 71227

Program Description

The Mechanical/Electrical Technology is a new, interdisciplinary field involving control systems, electronic systems, and mechanical systems that integrates product design, troubleshooting, and automated manufacturing processes in the industrial environment.

Practical Experience

Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

Professional Opportunities

Mechanical Electrical Technician, Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate.

Unique Aspects

The Mechanical/ Electrical Certificate is also a partnership with SCC and Advanced Technology Services, Inc. Students are selected and sponsored by ATS, Inc. to participate in the program. Additional orientation and seminars will be provided by ATS, Inc. Graduates can apply credits earned as a career ladder toward a degree to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements

Credits	Course Title	Course Code
3	Contemporary Mathematics	MAT 155
3	Robotics & Automated Control I	AMT 105
4	AC/DC Circuits I	EEM 117
4	Motor Controls I	EEM 151
3	DC/AC Drives	EEM 221
3	Electronics Drives	EEM 201
3	Programmable Controllers	EEM 251
3	Programmable Controllers Applications	EEM 252
3	Technical Troubleshooting	EEM 275
4	Hydraulics & Pneumatics	IMT 131
3	Hand Tool Operations	IMT 112
4	Hydraulics & Pneumatics	IMT 131
4	Mechanical Power Applications	IMT 161

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 112	Hand Tool Operations	3
IMT 131	Hydraulics & Pneumatics	4

Second Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3
EEM 251	Programmable Controllers	3
IMT 161	Mechanical Power Application	4
MAT 155	Contemporary Mathematics	3

Third *Semester*

Course Code	Course Title	Credit Hours
AMT 105	Robotics & Automated Control I	3
EEM221	DC/AC Drives	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
		Total Credits 40

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Demonstrate analytical and logical skills to use information retrieval and technology to solve technical issues.
3. Demonstrate fundamental knowledge and understanding of basic electrical, electronic, and computer principles and devices, analog and digital circuits, and programming basics by designing, applying, installing, operating and maintaining modern technology based systems.

Mechatronics Technology I (Certificate)

Program Start Date: Fall or Spring Term
Minimum Program Length: 32 academic weeks; 2 terms day or evening
Curriculum Code: 71145

Program Description

Mechatronics Technology is an interdisciplinary field involving control systems, electronic systems, computer networks, and mechanical systems that integrates product design and automated manufacturing processes.

Practical Experience

Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

Professional Opportunities

Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate.

Unique Aspects

Certificate graduates can apply these earned credits toward an Associate in Applied Science Degree-General Technology with a major in Mechatronics Technology.

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics.

Course Requirements

Credits	Course Title	Course Code
3	Contemporary Mathematics	MAT 155
4	AC/DC Circuits I	EEM 117
4	Motor Controls I	EEM 151
2	Industrial Computer Techniques	EEM 107
4	Hydraulics & Pneumatics	IMT 131
3	Robotics & Automated Control I	AMT 105
3	Hand Tool Operations	IMT 112
2	Industrial Safety	IMT 102
4	Mechanical Power Applications	IMT 161
2	Industrial Print Reading	EGT 123

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 107	Industrial Computer Techniques	2
IMT 131	Hydraulics & Pneumatics	4
IMT 102	Industrial Safety	2

Second Semester

Course Code	Course Title	Credit Hours
AMT 105	Robotics & Automated Control I	3
IMT 112	Hand Tool Operations	3
MAT 155	Contemporary Math	3
IMT 161	Mechanical Power Applications	4
EGT 123	Industrial Print Reading	2
		Total Credits 31

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Program and adjust robotic systems equipment.
3. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic equipment.

Mechatronics Technology II (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 26 academic weeks; 2 terms day or evening
Curriculum Code: 71157

Program Description

This certificate further develops the skills of students who have completed the Mechatronics Technology I certificate, as well as advanced students already working in industry. The course is designed to prepare students for systematic approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience

Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment.

Professional Opportunities

Maintenance Technician, Mechatronics Technician, Manufacturing Associate.

Unique Aspects

Certificate graduates can apply these earned credits toward an Associate in Applied Science Degree-General Technology with a major in Mechatronics Technology.

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics.

Course Requirements

Credits	Course Title	Course Code
3	Robotics and Automated Control II	AMT 205
2	Electricity and Automation	AMT 206
3	Introduction to Process Control	EEM 162
3	Electronic Devices	EEM 201
3	DC/AC Drives	EEM 221
3	Programmable Controllers	EEM 251
3	Programmable Controllers Applications	EEM 252
3	Technical Troubleshooting	EEM 275
3	Technical Troubleshooting	EEM 275
3	Statistical Process Control	IMT 170

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EEM 162	Introduction to Process Control	3
EEM 201	Electronics Devices I	3
EEM 251	Programmable Controllers	3
IMT 170	Statistical Process Control	3

Second Semester

Course Code	Course Title	Credit Hours
AMT 206	Electricity & Automation	2
AMT 205	Robotics & Automated Control II	3
EEM 221	DC/AC Drives	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
		Total Credits 26

Program Learning Outcomes

Students will be able to:

1. Analyze a process control system operation and select the appropriate sensing equipment for that operation.
2. Program and adjust robotic systems equipment.
3. Model professional behavior and workplace ethics.
4. Analyze the operating challenges of an automated system and perform the corrective actions needed.
5. Demonstrate an understanding of the use of PLC software and interface applications.
6. Test, analyze and troubleshoot an industrial machine or process using a programmable logic controller (PLC).

Mechatronics Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms
Curriculum Code: **35318**

Program Description

This degree further develops the skills of students who have completed the Mechatronics Technology I and II certificates, as well as advanced students already working in industry. The course is designed to prepare students for system approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience

Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment.

Professional Opportunities

Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate.

Unique Aspects

Students must be a graduate of both Mechatronics Technology I and Mechatronics Technology II certificates prior to being accepted into the associate degree program.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry & Trig	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
4	AC/DC Circuits I	EEM 117
4	Motor Controls I	EEM 151
2	Industrial Computer Techniques	EEM 107
4	Hydraulics & Pneumatics	IMT 131
1	College Orientation	COL 101

Credits	Course Title	Course Code
3	Robotics & Automated Control I	AMT 105
3	Hand Tool Operations	IMT 112
2	Industrial Safety	IMT 102
4	Mechanical Power Applications	IMT 161
3	Programmable Controllers	EEM 251
3	Statistical Process Control	IMT 170
3	Electronic Devices I	EEM 201
2	Industrial Print Reading	EGT 123
3	Introduction to Process Control	EEM 162
2	Electricity & Automation	AMT 206
3	DC/AC Drives	EEM 221
3	Programmable Controllers Applications	EEM 252
3	Robotics & Automated Controls II	AMT 205
3	Technical Troubleshooting	EEM 275
3	Problem Solving for Mechanical Apps.	IMT 163

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 107	Industrial Computer Techniques	2
IMT 131	Hydraulics & Pneumatics	4

Second Semester

Course Code	Course Title	Credit Hours
AMT 105	Robotics & Automated Control I	3
MAT 155	Contemporary Mathematics	3
IMT 102	Industrial Safety	2
IMT 161	Mechanical Power Applications	4
IMT 121	Hand and Power Tools	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3
IMT 170	Statistical Process Control	3

Course Code	Course Title	Credit Hours
EEM 251	Programmable Controllers	3
EGT 123	Industrial Print Reading	2
ENG 165	Professional Communications	3

Fourth Semester

Course Code	Course Title	Credit Hours
AMT 206	Electricity & Automation	2
EEM 162	Introduction to Process Control	3
EEM 221	DC/AC Drives	3
EEM 252	Programmable Controller Applications	3
MAT 170	Trigonometry	3

Fifth Semester

Course Code	Course Title	Credit Hours
	Humanities/Fine Arts General Education Course	3
AMT 205	Robotics & Automated Controls II	3
EEM 275	Technical Troubleshooting	3
	Social/Behavioral Sciencse General Education Course	3
IMT 163	Problem Solving for Mech Apps	3
		Total Credits 73

Program Learning Outcomes

Students will be able to:

1. Demonstrate a logical sequence for isolating problems within a Mechatronics process.
2. Analyze a process control system operation and select the appropriate sensing equipment for that operation.
3. Operate and adjust robots and automated systems equipment.
4. Analyze the operating challenges of an automated system and perform the corrective actions needed.
5. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic equipment.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Production Associate Technology I (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 32 academic weeks; Minimum 1 term day
Curriculum Code: 61031

Program Description

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies.

Practical Experience

The certificate provides students with knowledge of manufacturing production processes, equipment, design, and operation. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment.

Professional Opportunities

Production associate, equipment/ machine operator, assembler/fabricator.

Unique Aspects

Students may earn MSSC (Manufacturing Skills Standards Council) nationally recognized certification through this program. Students with existing MSSC certifications may receive advanced standing in the program. Students may utilize the Production Associate certificate and degree programs as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing; Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics.

Course Requirements

Credits	Course Title	Course Code
3	Contemporary Mathematics	MAT 155
3	Manufacturing Workplace Skills	AMT 106
3	Survey of Manufacturing Processes	AMT 110
2	Industrial Computer Techniques	EEM 107
3	Hand Tool operations	IMT 112
1	MSSC Certification I	IMT 171
1	MSSC Certification II	IMT 172
1	MSSC Certification III	IMT 173
1	MSSC Certification IV	IMT 174

Semester Display

First Semester

Course Code	Course Title	Credit Hours
IMT 171	MSSC Certification I	1
IMT 172	MSSC Certification II	1
AMT 106	Manufacturing Workplace Skills	3
AMT 110	Survey of Manufacturing Processes	3
EEM 107	Industrial Computer Techniques	2
MAT 155	Contemporary Mathematics	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 173	MSSC Certification III	1
IMT 174	MSSC Certification IV	1
IMT 112	Hand Tool Operations	3
		Total Credits 18

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Identify the relevance and use of personal and plant-wide safety systems and programs that commonly apply to manufacturing systems.
3. Identify the basic principles of industry standard manufacturing quality systems.
4. Recognize and distinguish between common manufacturing processes.
5. Demonstrate the ability to read precise measurement devices.

Production Associate Technology II (Certificate)

Program Start Date: Spring Term
Minimum Program Length: 58 academic weeks; 4 terms day
Curriculum Code: 71229

Program Description

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. This certificate provides students with advanced knowledge of manufacturing production processes, equipment, design, and operation.

Practical Experience

The certificate builds on the Production Associate Technology I certificate and allows students to work as a co-op work experience student at a local manufacturing facility or take technical electives to learn the skills needed in industry. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment.

Professional Opportunities

Production associate, production leader, equipment/ machine operator, assembler/ fabricator, team leader.

Unique Aspects

Students must complete the Production Technology I certificate prior to being accepted into this certificate since this certificate builds on content from the first certificate. Graduates may utilize the Production Associate certificates as a career ladder program to gain additional credentials in more specific degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing; Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics.

Course Requirements

Credits	Course Title	Course Code
2	Automated Manufacturing Overview	AMT 101
2	Basic Electricity	EEM 105
3	Co op	CWE 123
2	Industrial Print Reading	EGT 123
2	Precision Measuring Instruments	IMT 103
4	Co op	CWE 124
3	Industrial Instrumentation	IMT 110
3	Preventive Maintenance	IMT 160
4	Co op	CWE 134
3	Concepts of Lean Manufacturing	AMT 220
3	Collaborative Product Development	EGR 140
4	Co op	CWE 214
3	Fundamentals of Supervision	MGT 150

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AMT 101	Automated Manufacturing Overview	2
EEM 105	Basic Electricity	2
CWE 124	Co-Op Work Experience	4

Second Semester

Course Code	Course Title	Credit Hours
EGT 123	Industrial Print Reading	2
IMT 103	Precision Measuring Instruments	2
CWE 214	Co-Op Work Experience	4

Third Semester

Course Code	Course Title	Credit Hours
IMT 110	Industrial Instrumentation	3
IMT 160	Preventive Maintenance	3
CWE 134	Co-Op Work Experience	4

Fourth Semester

Course Code	Course Title	Credit Hours
AMT 220	Concepts of Lean Manufacturing	3
EGR 140	Collaborative Product Development	3
MGT 150	Fundamentals of Supervision	3
		Total Credits 35

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Identify the relevance and use of personal and plant-wide safety systems and programs that commonly apply to manufacturing systems.
3. Identify the basic principles of industry standard manufacturing quality systems.
4. Recognize and distinguish between common manufacturing processes.
5. Demonstrate the ability to read precise measurement devices.
6. Demonstrate advanced manufacturing entry-level skills.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively

Production Associate Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35318**

Program Description

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. The degree provides students with a comprehensive knowledge of advanced manufacturing production processes, equipment, design, and operation.

Practical Experience

The Production Associate Technology- General Technology Degree is intended for students desiring to build upon their skills obtained in the Production Associate I & II certificates to provide additional employable skills and credentials for increased advancement opportunities in the manufacturing industry. Given the variety of manufacturing based companies in this region and advances in industrial machinery and operations, persons with technical skills in this discipline are in high demand. Individuals with this degree and work experience are better equipped to move into maintenance technician and/or team leader positions.

Professional Opportunities

Production associate, production team leader, equipment/ machine operator, assembler/ fabricator, inspector, tester, production supervisor/ manager.

Unique Aspects

This degree allows students to participate in co-op work experiences to learn the skills required in a particular manufacturing industry. Students must complete the Production Associate I and Production Associate II prior to being accepted into this degree. Students may utilize the Production Associate certificate and degree programs as a career ladder program to advance into other more advanced programs such as Industrial Repair, Mechatronics, or Automated Manufacturing Technology.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics Architectural & Construction; Science, Technology, Engineering & Mathematics.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC

Credits	Course Title	Course Code
		201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
1	MSSC Certification I	IMT 171
1	MSSC Certification II	IMT 172
3	Manufacturing Workplace Skills	AMT 206
3	Survey of Manufacturing Processes	AMT 110
1	MSSC Certification III	IMT 173
1	MSSC Certification IV	IMT 174
2	Automated Manufacturing Overview	AMT 101
2	Basic Electricity	EEM 105
3	Hand Tool operations	IMT 112
3	Co op	CWE 123
2	Industrial Print Reading	EGT 123
2	Precision Measuring Instruments	IMT 103
4	Co op	CWE 124
2	Industrial Computer Techniques	EEM 107
3	Industrial Instrumentation	IMT 110
3	Preventive Maintenance	IMT 160
4	Co op	CWE 134
3	Concepts of Lean Manufacturing	AMT 220
3	Collaborative Product Development	EGR 140
3	Fundamentals of Supervision	MGT 150
4	Co op	CWE 214

Semester Display

First Semester

Course Code	Course Title	Credit Hours
IMT 171	MSSC Certification I	1
IMT 172	MSSC Certification II	1
AMT 106	Manufacturing Workplace Skills	3
AMT 110	Survey of Manufacturing Processes	3
COL 101	Orientation to College	1
ENG 165	Professional Communications	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 173	MSSC Certification III	1
IMT 174	MSSC Certification IV	1
AMT 101	Automated Manufacturing Overview	2

Course Code	Course Title	Credit Hours
EEM 105	Basic Electricity	2
IMT 112	Hand Tool Operations	3
MAT 155	Contemporary Mathematics	3
CWE 123	Co-Op Work Experience	3

Third Semester

Course Code	Course Title	Credit Hours
EGT 123	Industrial Print Reading	2
IMT 103	Precision Measuring Instruments	2
	Behavioral/Social Science General Education Course	3
	Co-Op Work Experience	4
EEM 107	Industrial Computer Techniques	2

Fourth Semester

Course Code	Course Title	Credit Hours
IMT 110	Industrial Instrumentation	3
IMT 160	Preventive Maintenance	3
MAT 170	Algebra Trigonometry	3
	Co-Op Work Experience	4

Fifth Semester

Course Code	Course Title	Credit Hours
AMT 220	Concepts of Lean Manufacturing	3
EGR 140	Collaborative Product Development	3
	Humanities/Fine Arts General Education Courses	3
MGT 150	Fundamentals of Supervision	3
	Co-Op Work Experience	4
		Total Credits 69

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Identify the relevance and use of personal and plant-wide safety systems and programs that commonly apply to manufacturing systems.
3. Identify the basic principles of industry standard manufacturing quality systems.
4. Recognize and distinguish between common manufacturing processes.
5. Demonstrate the ability to read precise measurement devices.
6. Demonstrate advanced manufacturing entry-level skills.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

ASL AND INTERPRETING

Basic Interpreting Certificate

Basic Interpreting (Certificate)

Program Start Date: Fall and Spring terms
Minimum Program Length: 64 academic weeks; 4 terms, internet/online
Curriculum Code: 71002

Program Description

This certificate program gives foundational instruction in how to interpret between English and American Sign Language. Due to national certification requirements, students can enroll in this program only if they have previously earned a degree (any level). Students without a degree should enroll in the Associate in Arts Degree.

Practical Experience

Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities

Students may work as entry-level interpreters for public and private agencies, and free-lance interpreters. This program also provides preparation for further educational opportunities.

Unique Aspects

The Certificate in Basic Interpreting is delivered online (Internet-based). Students must demonstrate proficiency in American Sign Language to be accepted into this program.

EEDA Career Cluster:

Education and Training

Course Requirements

Credits	Course Title	Course Code
3	ASL Linguistic Structure	ASL 210
3	Introduction to Interpreting	ITP 101
3	Interpreting in Educational Settings	ITP 104
3	Discourse Analysis	ITP 110
3	Translation	ITP 112
3	Deaf History and Culture	ITP 201
3	English to ASL Interpreting I	ITP 204
3	English to ASL Interpreting II	ITP 205
3	ASL to English Interpreting I	ITP 206
3	ASL to English Interpreting II	ITP 207
3	Interpreting in Special Settings	ITP 212
3	Business Practices for Interpreters	ITP 214
3	Interpreting Internship	ITP 240

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ITP 101	Introduction to Interpreting	3
ITP 110	Discourse Analysis	3
ITP 112	Translation	3

Second Semester

Course Code	Course Title	Credit Hours
ASL 210	ASL Linguistic Structure	3
ITP 201	Deaf History and Culture	3
ITP 204	English to ASL Interpreting I	3
ITP 206	ASL to English Interpreting I	3

Third Semester

Course Code	Course Title	Credit Hours
ITP 205	English to ASL Interpreting II	3
ITP 207	ASL to English Interpreting II	3
ITP 212	Interpreting in Special Settings	3

Fourth Semester

Course Code	Course Title	Credit Hours
ITP 104	Interpreting in Educational Settings	3
ITP 214	Business Practices for Interpreting	3
ITP 240	Interpreting Internship	3
		Total Credits 39

Program Learning Outcomes

Students will be able to:

1. Apply knowledge of linguistic, cultural, and academic interpreting theory in preparation for future certification.
2. Demonstrate competent ethical and cultural decision-making that considers clients, colleagues, and the profession of interpreting at-large.
3. Demonstrate entry-level competency in interpreting between ASL and English, both consecutively and simultaneously.
4. Analyze their work and formulate a plan for continuous improvement for continuing education and professional development.
5. Demonstrate their ability to speak publically, listen actively, and respond effectively.

AUTOMOTIVE TECHNOLOGIES

Automotive Service Technology, AAS Degree

Automotive Technology Ford Asset, AAS Degree

Ford Maintenance and Light Repair Certificate

Automotive Technology – Automotive Service Technology (Associate Degree in Applied Science)

Program Start Date: Fall Term
Minimum Program Length: 84 academic weeks; 6 terms day
Curriculum Code: **35306**

Program Description

Students learn to diagnose, service, repair and maintain automotive systems, products and components. They learn to use recommended procedures, service publications, special service tools and equipment to properly repair customer vehicles.

Practical Experience

Students use cooperative work experiences at approved automotive service facilities to apply what they have learned in the classroom and lab sessions. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles and become familiar with a repair facility's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, fleet technician, service advisor, shop foreman, service manager.

Unique Aspects

Students in the automotive technology programs are required to complete the Ford MLR certificate prior to being accepted into the program. Changes in cooperative work experience sponsors requires the department chair approval.

EEDA Career Cluster:

Transportation, Distribution & Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Human Relations	PSY 103
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101,

Credits	Course Title	Course Code
		REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101,THE 105
3	Basic Economics	ECO 201
3	Brakes	AUT 111
1	Introductions to Automotive Systems	AUT 160
4	Automotive Electricity	AUT 132
4	Cooperative Work Experience I	CWE 114
3	Heating & Air Conditioning	AUT 142
3	Suspension & Steering	AUT 221
4	Cooperative Work Experience II	CWE 124
3	Manual Drive Train/Axle	AUT 115
3	Engine Performance	AUT 145
2	Cooperative Work Experience III	CWE 132
1	Intro to Auto Hazardous Materials	AUT 100
4	Advanced Engine Repair	AUT 107
4	Cooperative Work Experience IV	CWE 214
5	Advance Engine Performance	AUT 245
4	Automotive Electronics	AUT 231
4	Cooperative Work Experience V	CWE 224
5	Automotive Transmission Overhaul	AUT 251
3	Alternative Technology Vehicles	AUT 275
2	Cooperative Work Experience VI	CWE 232

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AUT 111	Brakes	3
AUT 160	Introduction to Automotive Technology	1
AUT 132	Automotive Electricity	4
COL 101	College Orientation	1
CWE 114	Cooperative Work Experience I	4

Second Semester

Course Code	Course Title	Credit Hours
AUT 142	Heating & Air Conditioning	3
AUT 221	Suspension & Steering	3
MAT 155	Contemporary Mathematics	3

Course Code	Course Title	Credit Hours
CWE 124	Cooperative Work Experience II	4

Third Semester

Course Code	Course Title	Credit Hours
AUT 115	Manual Drive Train/Axle	3
AUT 145	Engine Performance	3
AUT 100	Intro to Auto Hazardous Materials	1
CWE 132	Cooperative Work Experience III	2

Fourth Semester

Course Code	Course Title	Credit Hours
AUT 107	Advanced Engine Repair	4
PSY 103	Human Relations	3
	Humanities/Fine Arts General Education Course	3
CWE 214	Cooperative Work Experience IV	4

Fifth Semester

Course Code	Course Title	Credit Hours
AUT 245	Advance Engine Performance	5
AUT 231	Automotive Electronics	4
ENG 165	Professional Communications	3
CWE 224	Cooperative Work Experience V	4

Sixth Semester

Course Code	Course Title	Credit Hours
AUT 251	Automatic Transmission Overhaul	5
ECO 201	Basic Economics	3
AUT 275	Alternative Technology Vehicles	3
CWE 232	Cooperative Work Experience VI	2
		Total Credits 78

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices and hazardous material handling.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair assemblies associated with automotive engine and power transmission systems.
4. Diagnose and repair components associated with any electrical and electronic control systems.
5. Diagnose and repair components associated with any accessory and ergonomic systems.
6. Communicate clearly using written, verbal, and electronic means.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Automotive Technology – Ford ASSET (Associate Degree in Applied Science)

Program Start Date: Fall Term
Minimum Program Length: 84 academic weeks; 6 terms day
Curriculum Code: **35306**

Program Description

Ford ASSET (Automotive Student Service Educational Training) students learn to diagnose, service, and maintain Ford and Lincoln-Mercury automotive products and components. They learn to use recommended procedures, special service tools and equipment, and Ford service publications..

Practical Experience

Students use cooperative work experiences at sponsoring Ford or Lincoln dealerships to apply what they have learned in the classroom and lab. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles, become familiar with a dealership's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, service advisor, shop foreman, service manager..

Unique Aspects

Students in Ford ASSET are required to complete the Ford MLR certificate prior to being accepted into the program. They must have a Ford Motor Company approved dealership as a sponsor. Completion of cooperative work experiences and maintaining sponsorship at the sponsoring dealership is a program requirement. The Ford ASSET program is a NATEF certified master automobile training programl.

EEDA Career Cluster:

Transportation, Distribution & Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Basic Economics	ECO 201
3	Human Relations	PSY 103
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101,THE 105

Credits	Course Title	Course Code
3	Brakes	AUT 111
1	Introductions to Automotive Systems	AUT 160
4	Automotive Electricity	AUT 132
4	Cooperative Work Experience I	CWE 114
3	Heating & Air Conditioning	AUT 142
3	Suspension & Steering	AUT 221
3	Diesel Engines	DHM 105
4	Cooperative Work Experience II	CWE 124
3	Manual Drive Train/Axle	AUT 115
3	Engine Performance	AUT 145
2	Cooperative Work Experience III	CWE 132
1	Intro to Auto Hazardous Materials	AUT 100
4	Advanced Engine Repair	AUT 107
4	Cooperative Work Experience IV	CWE 217
5	Advance Engine Performance	AUT 245
4	Automotive Electronics	AUT 231
4	Cooperative Work Experience V	CWE 224
5	Automotive Transmission Overhaul	AUT 251
3	Alternative Technology Vehicles	AUT 275
2	Cooperative Work Experience VI	CWE 232

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AUT 111	Brakes	3
AUT 160	Introduction to Automotive Technology	1
AUT 132	Automotive Electricity	4
COL 101	College Orientation	1
CWE 114	Cooperative Work Experience I	4

Second Semester

Course Code	Course Title	Credit Hours
AUT 142	Heating & Air Conditioning	3
AUT 221	Suspension & Steering	3
MAT 155	Contemporary Mathematics	3
CWE 124	Cooperative Work Experience II	4

Third Semester

Course Code	Course Title	Credit Hours
AUT 115	Manual Drive Train/Axle	3
AUT 145	Engine Performance	3
DHM 105	Diesel Engines	3
CWE 132	Cooperative Work Experience III	2

Fourth Semester

Course Code	Course Title	Credit Hours
AUT 100	Intro to Auto Hazardous Materials	1
AUT 107	Advanced Engine Repair	4
PSY 103	Human Relations	3
	Humanities/Fine Arts General Education Course	3
CWE 214	Cooperative Work Experience IV	4

Fifth Semester

Course Code	Course Title	Credit Hours
AUT 245	Advance Engine Performance	5
AUT 231	Automotive Electronics	4
ENG 165	Professional Communications	3
CWE 224	Cooperative Work Experience V	4

Sixth Semester

Course Code	Course Title	Credit Hours
AUT 251	Automatic Transmission Overhaul	5
ECO 201	Basic Economics	3
AUT 275	Alternative Technology Vehicles	3
CWE 232	Cooperative Work Experience VI	2
		Total Credits 81

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices and hazardous material handling.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair assemblies associated with automotive engine and power transmission systems.
4. Diagnose and repair components associated with any electrical and electronic control systems.
5. Diagnose and repair components associated with any accessory and ergonomic systems.

6. Communicate clearly using written, verbal, and electronic means.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Ford MLR (Maintenance and Light Repair) (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 42 academic weeks; 3 terms day or evening
Curriculum Code: 60727

Program Description

Ford Maintenance and Light Repair students learn theory of operation and diagnosis/repair of Ford automotive brake, electrical, air conditioning, steering and suspension systems.

Practical Experience

Students gain experience and skills needed to perform regular maintenance, minor repairs, and parts installation on Ford automobiles and light trucks. Specifically, students would gain skills and earn Ford certification in brake systems, climate control systems, steering and suspension systems, and basic electrical systems.

Professional Opportunities

Ford Light Line Technician, maintenance technician, entry-level technician, Quick Lane® service technician.

Unique Aspects

Students must complete this certificate program prior to being accepted into the Ford ASSET or Automotive Service Technology degree program. Certificate graduates may transfer into the Ford ASSET program with advanced standing. Graduates earn 25 percent of Ford STST (Service Technicians Specialty Training) credentials.

EEDA Career Cluster:

Transportation, Distribution & Logistics

Course Requirements

Credits	Course Title	Course Code
3	Brakes	AUT 111
1	Introductions to Automotive Systems	AUT 160
4	Automotive Electricity	AUT 132
3	Heating & Air Conditioning	AUT 142
3	Suspension & Steering	AUT 221
4	Automotive Diagnosis & Repair	AUT 156
2	Automotive Accessories	AUT 232
4	Advanced Automotive Diagnosis & Repair	AUT 262

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AUT 132	Automotive Electricity	4
AUT 160	Introduction to Automotive Technology	1
AUT 111	Brakes	3
AUT 156	Automotive Diagnosis & Repair	4

Second Semester

Course Code	Course Title	Credit Hours
AUT 142	Heating & Air Conditioning	3
AUT 221	Suspension & Steering	3
AUT 232	Automotive Accessories	2
AUT 262	Advanced Automotive Diagnosis & Repir	4
		Total Credits 24

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair components associated with any electrical and electronic control systems.

COMPUTER TECHNOLOGIES

Computer Support Specialist Certificate

Computer Technology, AAS Degree

Computer Technology, Networking Electives, AAS Degree

Networking Operations Certificate

Software Development and Database Admin Certificate

Computer Support Specialist (Certificate)

Program Start Date: Fall term
Minimum Program Length: 42 academic weeks; 3 terms day, 3 terms evening
Curriculum Code: **70907**

Program Description

Computer support specialist students learn to maintain personal computer systems, solve user problems, support user applications and provide user training. Students learn to diagnose and troubleshoot PC operating system problems, upgrade and maintain PC hardware and help desk concepts. In addition, students learn networking concepts, database concepts and programming logic.

Practical Experience

Students complete multiple projects using current personal computer hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Software support specialist, system support technician, hardware technician and user support technician.

Unique Aspects

Graduates of this program may transfer into the computer technology associate degree, software development and database administration or networking operations certificate program. Graduates are prepared to pass the CompTIA A+ certification exam.

EEDA Career Cluster:

Information Technology

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Mathematics Course	MAT 102 or MAT 110
3	Introduction to Computers	CPT 101
3	Professional Practices in Info Tech	CPT 118
3	Programming Logic and Design	CPT 168
3	Special Topics in Computer Technology	CPT 208
3	Computer Systems Management	CPT 209
3	Database	CPT 242
3	Systems and Procedures	CPT 264
3	Information Systems Security	CPT 282
3	Network Fundamentals	IST 166
3	Intro to Web Page Production	IST 222

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
COL 101	College Orientation	1
IST 166	Network Fundamentals**	3
MAT 102	Intermediate Algebra OR	3
MAT 110	College Algebra	

Second Semester

Course Code	Course Title	Credit Hours
CPT 168	Programming Logic and Design**	3
CPT 209	Computer Systems Management**	3
CPT 242	Database**	3
CPT 118	Professional Practices in Info Tech**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 222	Intro to Web Page Production**	3
CPT 264	Systems and Procedures **	3
CPT 208	Special Topics in Computer Technology **	3
CPT 282	Information Systems Security**	3
		Total Credits 37

**A grade of "C" or better is required.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a home/small office network.
4. Design and develop basic programs with an object-oriented programming language

Computer Technology (Associate Degree in Applied Science)

Program Start Date: Fall term or spring term
Minimum Program Length: 84 academic weeks; 6 terms day or evening
Curriculum Code: **35104**

Program Description

Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Entry level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator.

EEDA Career Cluster:

Information Technology

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Mathematics Course	MAT 102 or MAT 110
3	Mathematics General Education Course	MAT 120
3	Communication	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Introduction to Computers	CPT 101
3	Professional Practices in Info Tech	CPT 118
3	Programming Logic and Design	CPT 168
3	Event-Driven Programming	CPT 185
3	Mobile App Development	CPT 188
3	SQL Programming I	CPT 202
3	Advanced Event-Driven Programming	CPT 206

Credits	Course Title	Course Code
3	Special Topics in Computer Technology	CPT 208
3	Computer Systems Management	CPT 209
3	Database	CPT 242
3	Data Structures	CPT 244
3	Systems and Procedures	CPT 264
3	Computer Technology Senior Project	CPT 275
3	Information Systems Security	CPT 282
3	Network Fundamentals	IST 166
3	Intro to Web Page Production	IST 222
3	LAN Network Server Technologies	IST 257

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
IST 166	Network Fundamentals**	3
	MAT 102 or MAT 110**	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
CPT 168	Programming Logic and Design**	3
CPT 209	Computer Systems Management**	3
CPT 242	Database**	3
CPT 118	Professional Practices in Info Tech**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 222	Intro to Web Page Production**	3
CPT 264	Systems and Procedures **	3
CPT 208	Special Topics in Computer Technology **	3
CPT 282	Information Systems Security**	3

Fourth Semester

Course Code	Course Title	Credit Hours
CPT 185	Event-Driven Programming**	3
CPT 244	Data Structures**	3
IST 257	LAN Network Server Technologies**	3
MAT 120	Probability & Statistics	3

Fifth Semester

Course Code	Course Title	Credit Hours
CPT 202	SQL Programming I**	3
CPT 206	Advanced Event-Driven Programming**	3
CPT 188	Mobile App Development**	3
SPC 205	Public Speaking	3

Sixth Semester

Course Code	Course Title	Credit Hours
CPT 275	Computer Technology Senior Project**	3
	Humanities/Fine Arts General Education Course	3
	Social/Behavioral Science General Education Coruse	3
		Total Credits 70

**A grade of "C" or better is required.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a home/small office network.
4. Design and develop basic and complex programs and or interactive apps with an object-oriented programming language.
5. Develop and test local- and server-based forms, reports and queries.
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Computer Technology with Networking Electives (Associate Degree in Applied Science)

Program Start Date: Fall term or spring term
Minimum Program Length: 84 academic weeks; 6 terms day or evening
Curriculum Code: **35104**

Program Description

Computer technology with networking electives students develop skills in PC operating systems, PC hardware concepts, computer software applications, and designing, building and maintaining small to medium sized computer networks.

Practical Experience

Students work with different types of operating systems, networking architectures and personal computer applications. Lab projects are completed using Cisco networking devices such as switches and routers. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Network technician, IT support technician, cable technician and Cisco Certified Network Associate.

Unique Aspects

This program uses course materials from the Cisco Networking Academy Program, a cooperative venture between colleges and Cisco Systems. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA)

EEDA Career Cluster:

Information Technology

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Mathematics Course	MAT 102 or MAT 110
3	Mathematics General Education Course	MAT 120
3	Communication	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Introduction to Computers	CPT 101
3	Professional Practices in Info Tech	CPT 118
3	Programming Logic and Design	CPT 168
3	Special Topics in Computer Technology	CPT 208

Credits	Course Title	Course Code
3	Computer Systems Management	CPT 209
3	Database	CPT 242
3	Systems and Procedures	CPT 264
3	Information Systems Security	CPT 282
3	Network Fundamentals	IST 166
3	Internetworking Concepts	IST 201
3	Cisco Router Configuration	IST 202
3	Advanced Cisco Router Configuration	IST 203
3	Cisco Troubleshooting	IST 204
3	Intro to Web Page Production	IST 222
3	LAN Network Server Technologies	IST 257
3	Advanced Network Administration	IST 261
3	Special Topics in Info Sciences	IST 290

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
IST 166	Network Fundamentals**	3
	MAT 102 or MAT 110**	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
CPT 168	Programming Logic and Design**	3
CPT 209	Computer Systems Management**	3
CPT 242	Database**	3
CPT 118	Professional Practices in Info Tech**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 222	Intro to Web Page Production**	3
CPT 264	Systems and Procedures **	3
CPT 208	Special Topics in Computer Technology **	3
CPT 282	Information Systems Security**	3

Fourth Semester

Course Code	Course Title	Credit Hours
IST 201	Internetworking Concepts**	3
IST 202	CISCO Router Configuration**	3
IST 257	LAN Network Server Technologies**	3
MAT 120	Probability & Statistics	3

Fifth Semester

Course Code	Course Title	Credit Hours
IST 203	Advanced CISCO Router Configuration**	3
IST 204	CISCO Troubleshooting**	3
SPC 205	Public Speaking	3
	Social/Behavioral Science – Gen Ed requirement	3

Sixth Semester

Course Code	Course Title	Credit Hours
IST 290	Special Topics in Info Sciences**	3
IST 261	Advanced Network Administration**	3
	Humanities/Fine Arts General Education Elective	3
		Total Credits 70

**A grade of "C" or better is required.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a home/small office network.
4. Design and develop basic and complex programs and or interactive apps with an object-oriented programming language.
5. Configure and diagnose networks and sub-networks consisting of PCs, switches and routers**.**
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Networking Operations (Certificate)

Program Start Date: Fall term
Minimum Program Length: 42 academic weeks; 3 terms
Curriculum Code: **60641**

Program Description

Networking operations students develop skills to design, build and maintain small to medium-sized computer networks.

Practical Experience

Students complete lab projects using Cisco devices such as switches and routers. They develop communication, interpersonal and problem solving skills.

Professional Opportunities

Network technician, IT support technician and Cisco Certified Network Associate.

Unique Aspects

This program uses course materials from the Cisco Networking Academy Program, a cooperative venture between colleges and Cisco Systems. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA). Acceptance into this certificate program requires the permission of the department chair.

EEDA Career Cluster:

Arts, A/V Technology& Communications; Business, Management & Administration; Information Technology; Science, technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
3	Internetworking Concepts	IST 201
3	Cisco Router Configuration	IST 202
3	Advanced Cisco Router Configuration	IST 203
3	Cisco Troubleshooting	IST 204
3	LAN Network Server Technologies	IST 257
3	Special Topics In Information Sciences	IST 290

Semester Display

First Semester

Course Code	Course Title	Credit Hours
IST 201	Internetworking Concepts**	3
IST 202	Cisco Router Configuration**	3
IST 257	LAN Network Server Technologies**	3

Second Semester

Course Code	Course Title	Credit Hours
IST 203	Advanced Cisco Router Configuration**	3
IST204	Cisco Troubleshooting**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 290	Special Topics in Information Sciences**	3
		Total Credits 18

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Configure and diagnose a home/small office network.
3. Configure and diagnose networks and sub-networks consisting of PCs, switches and routers.

Software Development and Database Administration (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 terms day or 2 terms evening
Curriculum Code: **60982**

Program Description

Software development and database administration students develop skills in procedural and event-driven programming. Students design, create and maintain desktop and server databases.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They become proficient in software development and data base administration. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment.

Professional Opportunities

Software developer, PC application specialist, programmer analyst, entry level data base administrator.

Unique Aspects

Acceptance into this certificate program requires the permission of the department chair.

EEDA Career Cluster:

Information Technology, Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
3	Event-Driven Programming	CPT 185
3	Mobile App Development	CPT 188
3	SQL Programming	CPT 202
3	Advanced Event-Driven Programming	CPT 206
3	Data Structures	CPT 244
3	LAN Network Server Technologies	IST 257
Credits	Course Title	Course Code

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 185	Event-Driven Programming**	3
CPT 244	Data Structures**	3
IST 257	LAN Network Server Technologies**	3

Second Semester

Course Code	Course Title	Credit Hours
CPT 202	SQL Programming I**	3
CPT 206	Advanced Event-Driven Programming**	3
CPT 188	Mobile App Development	3
		Total Credits 18

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Develop complex programs or apps using object-oriented programming languages.
2. Develop and test local- and server-based forms, reports and queries.
3. Create business-related reports.

Culinary Arts

Culinary Arts Certificate

Culinary Arts, AAS Degree

Management, Culinary Arts Electives, AAS Degree

Culinary Arts (Certificate)

Program Start Date: Fall (day) or Spring (evening)
Minimum Program Length: 48 academic weeks; 3 terms day, 4 terms evening
Curriculum Code: **60648**

Program Description

Culinary arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde-manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience

Students gain practical experience in a modern kitchen facility under the direction of the program director and local chefs. Students also obtain practical experience in community hospitality events and scheduled college events.

Professional Opportunities

Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects

This program is accredited by the American Culinary Federation Foundation Accrediting Commission (ACF). Students will benefit from expanded career opportunities by participating in this program and may obtain their Certified Culinarian designation through the American Culinary Federation.

EEDA Career Cluster:

Hospitality and Tourism.

Course Requirements

Credits	Course Title	Course Code
1	Introduction to Baking Science	BKP 112
3	Introduction to Baking and Pastry	BKP 119
3	Introduction to Computers	CPT 101
3	Principles of Food Production I	CUL 101
3	Principles of Food Production II	CUL 102
3	Nutrition	CUL 103
3	Introduction to Culinary Arts	CUL 104
3	Sanitation	CUL 155
5	Quantity Food Production	CUL 115
3	Storeroom and Purchasing	CUL 129
3	Introduction to Dining Room	CUL 135
1	Alcoholic Beverage Service and the Law	HOS 156
3	Food Service Management OR Supervision	HOS 255 MGT 150

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BKP 112	Introduction to Baking Science**	1
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
CUL 101	Principles of Food Production I**	3
CUL 104	Introduction to Culinary Arts**	3
CUL 135	Introduction to Dining Room Service**	3
CUL 155	Sanitation**	3

Second Semester

Course Code	Course Title	Credit Hours
BKP 119	Introduction to Baking and Pastry**	3
CUL 102	Principles of Food Production II**	3
CUL 103	Nutrition**	3
CUL 129	Storeroom and Purchasing**	3

Third Semester

Course Code	Course Title	Credit Hours
CUL 115	Quantity Food Preparation**	5
HOS 156	Alcoholic Beverage Service and the Law**	1
HOS 255	Restaurant Management** OR	
MGT 150	Supervision**	3
		Total Credits 37

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate cooking methods to prepare hot and cold foods on a variety of commercial kitchen equipment while utilizing pertinent food safety and sanitation measures.
2. Design menus employing appropriate nutritional applications.
3. Calculate needed culinary math for recipe manipulation and common costing factors.
4. Demonstrate front-of-the-house proficiency by designing and setting up dining rooms and performing proper serving techniques.
5. Analyze career options, hierarchy, and practices within the food service industry.

Culinary Arts – General Technology (Associate Degree in Applied Science)

Program Start Date: Fall (day) or Spring (evening)
Minimum Program Length: 64 academic week; 4 terms (day), 6 terms (evening)
Curriculum Code: **35318**

Program Description

Culinary Arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience

Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Professional Opportunities

Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects

This program is designed for graduates of the Culinary Arts certificate program. Students enrolling in this program complete the associate degree by adding general education, business and advanced hospitality courses. However, students may also enroll straight into the associate degree program.

EEDA Career Cluster:

Hospitality and Tourism.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Public Speaking	SPC 205
3	Humanities/Fine Arts General Education course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Natural Science/Mathematics General Education course	MAT 110, 111, 120, 130, 140, 141, 240, 242, AST 101, 102, BIO 101, 102, 210, 211, 225, CHM 110, 111, 211, 212, PHY 201, 202, 221, 222
1	Introduction to Baking Science	BKP 112
3	Introduction to Baking and Pastry	BKP 119

Credits	Course Title	Course Code
3	Introduction to Computers	CPT 101
3	Principles of Food Production I	CUL 101
3	Principles of Food Production II	CUL 102
3	Nutrition	CUL 103
3	Introduction to Culinary Arts	CUL 104
5	Quantity Food Preparations	CUL 115
3	Storeroom and Purchasing	CUL 129
3	Introduction to Dining Room Service	CUL 135
3	Sanitation	CUL 155
3	Menu Planning	CUL 235
3	Restaurant Capstone	CUL 236
3	Special Topics in Culinary Arts	CUL 299
1	Alcoholic Beverage Service & the Law	HOS 156
3	Food Service Management	HOS 255
9	Secondary Technical Specialty in Management	ACC 101, ACC 102, BAF 101, BUS 110, BUS 121, BUS 220, MGT 101, MGT 150, MGT 201, MKT 101, MKT 123, MKT 240

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BKP 112	Introduction to Baking Science**	1
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
CUL 101	Principles of Food Production I**	3
CUL 104	Introduction to Culinary Arts**	3
CUL 135	Introduction to Dining Room Service**	3
CUL 155	Sanitation**	3

Second Semester

Course Code	Course Title	Credit Hours
BKP 119	Introduction to Baking and Pastry**	3
CUL 102	Principles of Food Production II**	3
CUL 103	Nutrition**	3
CUL 129	Storeroom and Purchasing**	3
ENG 101	English Composition I**	3
SPC 205	Public Speaking	3

Third Semester

Course Code	Course Title	Credit Hours
CUL 115	Quantity Food Preparation**	5
CUL 235	Menu Planning**	3
HOS 156	Alcoholic Beverage Service and the Law**	1
HOS 255	Restaurant Management**	3
	Management elective course	3
	Management elective course	3

Fourth Semester

Course Code	Course Title	Credit Hours
CUL 236	Restaurant Capstone**	3
CUL 299	Special Topics in Culinary Arts**	3
	Management elective course	3
	Humanities/ Fine Arts General Education Course	3
	Natural Science/Mathematics General Education Course	3
	Social/Behavioral Science General Education Course	3
		Total Credits 71

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Design menus employing appropriate nutritional applications.
2. Calculate needed culinary math for recipe manipulation and common costing factors.
3. Demonstrate front-of-the-house proficiency by designing and setting up dining rooms and performing proper serving techniques.
4. Analyze career options, hierarchy, and practices within the food service industry.
5. Apply business theory to practices within the food service industry.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Culinary Arts Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day; 5 terms evening
Curriculum Code: **35030**

Program Description

Management with Culinary Arts Electives students develop skills to plan, organize, lead and control activities related to the food service industry. Students focus on the applications and supervision of restaurant and kitchen personnel involved in sanitation, nutrition, food preparation, menu design and pricing, purchasing, inventory control and cost management.

Practical Experience

Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students also complete projects using microcomputer applications and accounting software. Problem-solving, interpersonal and communication skills are also developed.

Professional Opportunities

Assistant restaurant manager, kitchen manager trainee, purchasing assistant, kitchen supervisor.

Unique Aspects

Students will be offered certification examination through the National Restaurant Association Examination for Safety and Sanitation (ServSafe).

EEDA Career Cluster:

Hospitality & Tourism; Business Management & Administration.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Business Ethics	BUS 220
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
3	Principles of Food Production I	CUL 101
3	Sanitation	CUL 155
3	Principles of Management	MGT 101

Credits	Course Title	Course Code
3	Human Resource Management	MGT 201
3	Marketing	MKT 101
12	Electives	BKP 112, BKP 119, CUL 102, CUL 103, CUL 104, CUL 115, CUL 122, CUL 129, CUL 135, CUL 236, HOS 156, HOS 264, MGT 150, MKT 123

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
CUL 101	Principles of Food Production I**	3
CUL 155	Sanitation**	3
ENG 101	English Composition I**	3

Second Semester

Course Code	Course Title	Credit Hours
CPT 178	Software Applications**	3
BUS 220	Business Ethics**	3
ENG 102	English Composition II	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3
	Approved Elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BUS 121	Business Law I**	3
ECO 210	Macroeconomics**	3
SPC 205	Public Speaking	3
	Approved Elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
MAT 120	Probability and Statistics	3
MGT 201	Human Resource Management**	3
	Approved Elective**	3
	Approved Elective**	3
	Social/Behavioral Science General Education Course	3
		Total Credits 64

The student must complete elective courses which total at least 12.0 credit hours from the following recommended courses: BKP 112, BKP 119, CUL 102, CUL 103, CUL 104, CUL 115, CUL 122, CUL 129, CUL 135, CUL 236, HOS 156, HOS 264, MGT 150, and MKT 123.
**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Plan and prepare foods utilizing a variety of cooking methods with commercial equipment.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively..

Dental Assisting

Expanded Duty Dental Assisting (Diploma)

Expanded Duty Dental Assisting (Diploma)

Program Start Date: Fall or Spring term
Minimum Program Length: 58 academic weeks; 4 consecutive terms day
Curriculum Code: 15202

Program Description

Expanded duty dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups, and to assist a licensed dentist in the treatment of patients. As an office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experience

Students work in a simulated dental office in the second and third semesters on campus to gain clinical skills. Clinical experience is gained during last semester by rotations in local dental offices.

Professional Opportunities

Chairside dental assistant, receptionist, oral surgery assistant, orthodontic assistant, pediatric dental assistant, endodontist assistant, periodontist assistant and office manager

Unique Aspects

Students are required to take and pass the Dental Assisting National Board Examination (DANB), a national certification exam to become certified dental assistants. The Expanded Duty Dental Assisting Program is accredited without reporting by: American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611, (312) 440-4653, www.ada.org

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	Head and Neck Anatomy	AHS 113
1	College Orientation	COL 101
3	Introduction to Computers	CPT 101
3	Dental Terminology	DAT 110
4	Dental Materials	DAT 113
1	Ethics and Professionalism	DAT 115
2	Dental Morphology	DAT 118
2	Dental Health Education	DAT 121
4	Clinical Procedures I	DAT 154
2	Dental Office Management	DAT 122
3	Oral Medicine/Oral Biology	DAT 123
1	Expanded Functions/Specialties	DAT 124
4	Dental Radiography	DAT 127
4	Clinical Procedures II	DAT 164
7	Dental Office Experience	DAT 177
3	Professional Communications	ENG 165
3	Math for Business and Finance	MAT 160
3	General Psychology	PSY 201

Semester Display

First Semester

Course Code	Course Title	Credit Hours
DAT 110	Dental Terminology	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

Second Semester

Course Code	Course Title	Credit Hours
AHS 113	Head and Neck Anatomy	1
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 121	Dental Health Education	2
DAT 154	Clinical Procedures I	4

Third Semester

Course Code	Course Title	Credit Hours
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 164	Clinical Procedures II	4

Fourth Semester

Course Code	Course Title	Credit Hours
DAT 177	Dental Office Management	7

Total Credits 51

Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to recall, apply, and analyze patient data.
2. Prepare instruments, materials and treatment rooms for use in general and specialty procedures.
3. Perform both professionally and ethically in direct patient care.
4. Demonstrate proficiency in the skills and procedures required of a dental assistant in a professional/clinical setting.

Digital Design Technologies

Digital Design Certificate

Digital Design, AAS Degree

Web Page Design Certificate

Digital Design (Certificate)

Program Start Date: Fall term
Minimum Program Length: 42 academic weeks; 3 terms day
Curriculum Code: **71169**

Program Description

Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience

Students use computers and software applications to create graphics and page layouts for traditional printing or online. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities

Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions.

EEDA Career Cluster:

Arts, A/V Technology and Communications.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Introduction to Computers	CPT 101
3	Mathematics Course	MAT 101 or MAT 155
3	Computer Graphics I	ARV 110
3	Graphic Reproduction I	ARV 162
3	Graphic Reproduction II	ARV 163
3	Computer Imagery	ARV 217
3	Web Site Design I	ARV 227
3	Web Site Design II	ARV 228
3	Special Project in Graphic Art	ARV 264
3	Introduction to Graphic Techniques	CGC 101
3	Electronic Publishing	CGC 110
3	Digital Photography	CGC 115

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CGC 101	Introduction to Graphics Techniques**	3
CGC 110	Electronic Publishing**	3
COL 101	College Orientation	1

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers **	3
MAT 155 or MAT 101	Contemporary Mathematics or Beginning Algebra	3

Second Semester

Course Code	Course Title	Credit Hours
ARV 110	Computer Graphics I**	3
ARV 162	Graphic Reproduction I **	3
ARV 217	Computer Imagery**	3
ARV 227	Web Site Design I**	3

Third Semester

Course Code	Course Title	Credit Hours
ARV 163	Graphic Reproduction II **	3
CGC 115	Digital Photography**	3
ARV 228	Web Site Design II **	3
ARV 264	Special Project in Graphic Art**	3
		Total Credits 37

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding of spot and process color in the development of print-ready designs.
2. Design websites using industry software, media and user-based principles.
3. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
4. Create graphics for various media (print, web, digital) using raster- and vector-editing techniques.
5. Create press- and digital-ready layouts for publication using industry standard software and design principles.

Digital Design – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35318**

Program Description

Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience

Students use computers and software applications to create graphics and page layouts for traditional printing or online. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities

Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions.

EEDA Career Cluster:

Arts, A/V Technology and Communications.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Contemporary Mathematics	MAT 155
3	Introduction to Computers	CPT 101
3	Communication	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Basic Drawing I	ART 111
3	Computer Graphics I	ARV 110
3	Graphic Reproduction I	ARV 162
3	Graphic Reproduction II	ARV 163
3	Computer Imagery	ARV 217
3	Web Site Design I	ARV 227
3	Web Site Design II	ARV 228
3	Advertising Design I	ARV 261
3	Special Project in Graphic Art	ARV 264

Credits	Course Title	Course Code
3	Introduction to Graphic Techniques	CGC 101
3	Electronic Publishing	CGC 110
3	Digital Photography	CGC 115
3	Entrepreneurship	BUS 110
3	Marketing	MKT 101
3	Advertising	MKT 240

Semester DiSplay

First Semester

Course Code	Course Title	Credit Hours
CGC 101	Introduction to Graphics Techniques**	3
CGC 110	Electronic Publishing**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers **	3
MAT 155	Contemporary Mathematics	3

Second Semester

Course Code	Course Title	Credit Hours
ARV 110	Computer Graphics I**	3
ARV 162	Graphic Reproduction I **	3
ARV 217	Computer Imagery**	3
ARV 227	Web Site Design I**	3

Third Semester

Course Code	Course Title	Credit Hours
ARV 163	Graphic Reproduction II **	3
CGC 115	Digital Photography**	3
ARV 228	Web Site Design II **	3
ARV 264	Special Project in Graphic Art**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ARV 261	Advertising Design I**	3
ENG 101	English Composition I	3
ART 111	Basic Drawing I	3

Course Code	Course Title	Credit Hours
MKT 101	Marketing	3
MKT 240	Advertising	3

Fifth Semester

Course Code	Course Title	Credit Hours
BUS 110	Entrepreneurship	3
SPC 205	Public Speaking	3
	Social Science General Education Course	3
	Humanities/Fine Arts General Education Course	3
		Total Credits 64

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Create press- and digital-ready layouts for publication using industry standard software and design principles.
2. Demonstrate an understanding of spot and process color in the development of print-ready designs.
3. Create graphics for various media (print, web, digital) using raster- and vector-editing techniques.
4. Design websites using industry software, media and user-based principles.
5. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
6. Demonstrate an understanding and application of market and audience research to solve client-based design problems.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Web Page Design (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 terms evening
Curriculum Code: 71253

Program Description

Web design students learn to design and maintain webpages and websites.

Practical Experience

Students use computers and software applications to create graphics for the web. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, and Dreamweaver. Also included is instruction in digital photography, multimedia, video concepts and social networking.

Professional Opportunities

Web designer for advertising agencies, corporations and educational institutions.

EEDA Career Cluster:

Arts, A/V Technology and Communications, Information Technology.

Course Requirements

Credits	Course Title	Course Code
3	Design	ARV 121
3	Web Site Design I	ARV 227
3	Web Site Design II	ARV 228
3	Digital Photography	CGC 115
3	Introduction to Computers	CPT 101
3	Introduction to Web Page Production	IST 222

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ARV 121	Design	3
ARV 227	Web Site Design I **	3
CPT 101	Introduction to Computers **	3

Second Semester

Course Code	Course Title	Credit Hours
ARV 228	Web Site Design II	3
CGC 115	Digital Photography	3

Course Code	Course Title	Credit Hours
IST 222	Introduction to Web Page Production	3
		Total Credit Range 18

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Design websites using industry software, media and user-based principles.
2. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
3. Create graphics for various media (print, web, digital) user raster- and vector-editing techniques.

Early Childhood

Early Care and Education, AAS Degree

Early Childhood Development Certificate

Infant and Toddler Certificate

Early Care and Education (Associate Degree in Applied Science)

Program Start Date: Fall or spring term
Minimum Program Length: 74 academic weeks; 5 terms day, 6 terms night
Curriculum Code: 35207

Program Description

The Early Care and Education program offers a combination of classroom instruction and supervised hands-on experiences that prepare students for direct entry into the field of Early Care and Education.

Practical Experience

Students gain early childhood development skills through rotations in child development centers, Head Start programs, private, and public and/or special education facilities.

Professional Opportunities

Students with the associate degree may become teachers in child development centers, preschools, Head Start programs and after-school programs. Students may also qualify as instructional assistants in the school system, private and public kindergartens or special education facilities.

Unique Aspects

Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all courses.

Requirements for Associate in Arts (AA)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course

EEDA Career Cluster:

Education and Training

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Introduction to Computers	CPT 101
3	Communications	ENG 165 or ENG 101
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, FRE 102, 201, 202, GER 102, 201, 202, HSS 101, 111, MUS 105, PHI 101, 110, REL 101, 104, 105, 201, SPA 102, 201, 202, 213, SPC 212, THE 101, 105
3	Mathematics General Education Courses	MAT 155 or MAT 110

Credits	Course Title	Course Code
3	Social/Behavioral Sciences General Education Course	PSY 201
3	Public Speaking	SPC 205
3	Introduction to Early Childhood	ECD 101
3	Growth and Development I	ECD 102
3	Guidance – Classroom Management	ECD 105
3	Exceptional Children	ECD 107
3	Family and Community Relations	ECD 108
3	Language Arts	ECD 131
3	Creative Experiences	ECD 132
3	Science and Math Concepts	ECD 133
3	Health, Safety and Nutrition	ECD 135
3	Curriculum Issues of Infants and Toddlers	ECD 200
3	Principles of Ethics and Leadership in Early Care and Education	ECD 201
3	Growth and Development II	ECD 203
3	Methods and Material	ECD 237
3	Supervised Field Experience I	ECD 243
3	Early Childhood Electives	ECD 109, 205, 207 or SAC 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 203	Growth and Development II	1
ENG 101 or	English Composition I	
ENG 165	Professional Communications	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety, and Nutrition	3

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3

Third Semester

Course Code	Course Title	Credit Hours
ECD 108	Family and Community Relations	3
	Humanities/Fine Arts General Education Course	3
MAT 155 or	Contemporary Mathematics	
MAT 110	College Algebra	3

Fourth Semester

Course Code	Course Title	Credit Hours
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
	Early Childhood Elective (ECD 109, 205, 207 or SAC 101)	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

Fifth Semester

Course Code	Course Title	Credit Hours
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
		Total Credits 64

Program Learning Outcomes

Students will be able to:

1. Plan and implement experiences which stimulate children's physical, mental, emotional, and social development.
2. Demonstrate professionalism through course work, observations, and field experiences within the early care and education field.
3. Assess the characteristics and needs of young children.
4. Identify and demonstrate the use of appropriate assessment in early care and education.
5. Demonstrate their ability to speak publically, listen actively, and respond effectively.

Early Childhood Development (Certificate)

Program Start Date: Fall and spring terms
Minimum Program Length: 32 academic weeks; 2 terms
Curriculum Code: 70454

Program Description

Early childhood development students acquire specific skills to create activities for the social, emotional, physical and mental development of children, both in and out of the classroom.

Practical Experience

Students gain early childhood development skills through studies of best practices in child development centers, private and public kindergartens, and special facilities.

Professional Opportunities

Graduates may work as teacher's aides in special education facilities or child development centers, or as a teacher in a child development facility.

Unique Aspects

Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all courses.

EEDA Career Cluster:

Education and Training

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Introduction to Early Childhood	ECD 101
3	Growth and Development I	ECD 102
3	Guidance – Classroom Management	ECD 105
3	Exceptional Children	ECD 107
3	Language Arts	ECD 131
3	Creative Experiences	ECD 132
3	Science and Math Concepts	ECD 133
3	Health, Safety and Nutrition	ECD 135
3	Growth and Development II	ECD 203

Note: The Early Childhood Development Certificate has been approved as an alternative to the Child Development Associate (CDA) credential required as certification for Head Start teachers.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
ECD 133	ECD 133	3
ECD 203	Growth and Development II	3

Second Semester

Course Code	Course Title	Credit Hours
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 107	Exceptional Children	3
		Total Credits 28

Program Learning Outcomes

Students will be able to:

1. Plan and implement experiences for children from birth through age 8 which stimulate children's physical, mental, emotional, and social development.
2. Demonstrate professionalism in the early care and education field for children from birth through age 8.
3. Apply the knowledge and understanding of young children's characteristics and needs for children from birth through age 8.
4. Demonstrate understanding of the use of assessment in early care and education.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Infant Toddler (Certificate)

Program Start Date: Fall and spring terms
Minimum Program Length: 32 academic weeks; 2 terms
Curriculum Code: 70961

Program Description

The Infant Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through three years old are provided with training related to experiences in growth and development, curriculum issues, and practical classroom experience. This certificate and the individual courses will lead to the Infant/Toddler credentials administered by the Center for Child Care Career Development if the student wishes to pursue these avenues.

Practical Experience

Students gain infant toddler skills through rotations in child development centers, early Head Start, and/or special education facilities.

Professional Opportunities

Graduates may work as a teacher's aide in special education facilities or child development centers, or as teacher in a child development facility.

Unique Aspects

Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all courses.

EEDA Career Cluster:

Education and Training

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Introduction to Early Childhood	ECD 101
3	Growth and Development I	ECD 102
3	Language Arts	ECD 131
3	Curriculum Issues in Infant and Toddler Development	ECD 200
3	Socialization and Group Care of Infants and Toddlers	ECD 205
3	Infants and Toddlers with Special Needs	ECD 207
3	Supervised Field Experience in Infant and Toddler Environment	ECD 251

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3

Second Semester

Course Code	Course Title	Credit Hours
ECD 131	Language Arts	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3
		Total Credits 22

Program Learning Outcomes

Students will be able to:

1. Plan and implement experiences for children from birth through age 3 which stimulate physical, mental, emotional, and social development.
2. Demonstrate professionalism through course work, observations, and field experiences in the early care and education environment for children from birth through age 3.
3. Apply the knowledge and understanding of the characteristics and needs of children from birth through age 3.
4. Demonstrate understanding of the use of assessment with children from birth to age 3.
5. Demonstrate their ability to speak publically, listen actively, and respond effectively

Engineering Technologies

Computer Aided Drafting Certificate

Electronic Engineering, A+ Certification, AAS Degree

Electronic Engineering, Networking Electives, AAS Degree

Electronics Engineering Technology, AAS Degree

Electronics Engineering, Electro Mechanical, AAS Degree

General Engineering Technology, AAS Degree

Computer Aided Drafting (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 terms day
Curriculum Code: 60756

Program Description

Computer aided drafting students learn the basic skills in architectural and mechanical drafting using computer driven drafting and design systems.

Practical Experience

Students gain practical experience in architectural drawing and computer aided drafting (CAD).

Professional Opportunities

Drafter, CAD operator, architectural drafter, mechanical drafter, print reader, checker.

Unique Aspects

Courses from this certificate will apply toward an Associate in Applied Science Degree with a major in General Technology – Engineering Technology.

EEDA Career Cluster:

Arts, A/V Technology & Communications; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
3	Beginning Algebra	MAT 101
3	Geometry and Trigonometry	MAT 168
3	Architectural Computer Graphics I	AET 111
4	Architectural Computer Graphics II	AET 221
3	Architectural 3-D Rendering	AET 235
2	Technical Drawing	EGT 102
3	Introduction to CAD	EGT 151
2	Intermediate CAD	EGT 155
3	Principles of Parametric CAD	EGT 245
3	Introduction to Computers	CPT 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AET 111	Architectural Computer Graphics	3
CPT 101	Introduction to Computers	3
EGT 102	Technical Drawing	2
EGT 151	Introduction to CAD	3
MAT 101	Beginning Algebra	3

Second Semester

Course Code	Course Title	Credit Hours
AET 221	Architectural Computer Graphics II	4
AET 235	Architectural 3D Rendering	3
EGT 155	Intermediate CAD	2
EGT 245	Principles of Parametric CAD	3
MAT 168	Geometry & Trigonometry	3
		Total Credits 29

Program Learning Outcomes

Students will be able to:

1. Solve CAD industry problems using the fundamentals of descriptive geometry, orthographic projection, sectioning, tolerance and dimensioning, and basic computer-aided drafting and design.
2. Produce accurate 2D and 3D architectural or industrial CAD drawings.
3. Construct geometric models using CAD software.

Electronics Engineering Technology with A+ Certification Electives (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35310**

Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They develop skills in computer architecture, software development, and programming applications. In addition, they learn to diagnose and troubleshoot PC operating systems problems and to upgrade and maintain PC hardware.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities

Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician, power technician and cable technician.

Unique Aspects

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer. This program is accredited by the Engineering Technology Accreditation commission of ABET, ABET website http://www.abet.org.

Graduates of this program are prepared to pass the CompTIA A+ certification exam.

EEDA Career Cluster:

Transportation, Distribution & Logistics, Manufacturing, Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
13	Mathematics and/or Lab Sciences	MAT 110, MAT 111, MAT 120 or MAT 140, PHY 201
3	Communications	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101

Credits	Course Title	Course Code
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
4	DC Circuits	EET 111
4	AC Circuits	EET 112
4	Active Devices	EET 131
4	Electronics Circuits	EET 141
4	Digital Circuits	EET 145
4	Industrial Electronics	EET 231
3	Programmable Controllers	EET 235
3	PLC Systems Programming	EET 236
1	Electronics Senior Project	EET 273
3	Engineering Technology Foundations	EGR 104
3	Engineering Programming	EGR 112
3	Computer Systems Management	CPT 209
3	Network Fundamentals	IST 166

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EET 145	Digital Circuits	4
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
MAT 110	College Algebra	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
EET 111	DC Circuits	4
EET 112	AC Circuits	4
ENG 101	English Composition	3
MAT 111	College Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
EET 131	Active Devices	4
EET 235	Programmable Controllers	3
SPC 205	Public Speaking	3
	Social/Behavioral Science General Education Course	3

Fourth Semester

Course Code	Course Title	Credit Hours
EET 141	Electronic Circuits	4
EET 236	PLC Systems Programming	3
PHY 201	Physics I	4
IST 166	Network Fundamentals	3

Fifth Semester

Course Code	Course Title	Credit Hours
EET 273	Electronics Senior Project	1
MAT 120	Probability and Statistics OR	
	MAT 140 Analytical Geometry and Calculus	3
EET 231	Industrial Electronics	4
CPT 209	Computer System Managements	3
	Humanities/ Fine Arts General Education Course	3
		Total Credits 69

Program Learning Outcomes

Students will be able to:

1. Apply the knowledge, techniques, skills and modern tools of the disciplines to narrowly defined engineering technology activities.
2. Apply a knowledge of mathematics, science, engineering and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Perform standard tests and measurements, and be able to analyze and interpret experimental data.
4. Function effectively as a member of a technical team.
5. Identify, analyze and solve narrowly defined engineering technology problems.
6. Apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
7. Engage in self-directed continuing professional development.
8. Practice professional and ethical responsibility, including a respect for diversity.

9. Demonstrate a commitment to quality, timeliness and continuous improvement.
10. Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers to the building, testing, operation, and maintenance of electrical/electronic systems.
11. Apply physics or chemistry to electrical/electronic circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.
12. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Electronics Engineering Technology with Networking Electives (Associate Degree in Applied Science)

Program Start Date: Any term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35310**

Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They also develop skills in computer architecture, software development, and programming applications. In addition, they learn to design, build, and maintain small to medium sized computer networks.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors. Included in lab projects are projects completed using Cisco internetworking devices such as routers and switches.

Professional Opportunities

Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician, power technician, cable technician and Cisco certified network associate.

Unique Aspects

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer. This program is accredited by the Engineering Technology Accreditation commission of ABET, ABET website http://www.abet.org. This program utilizes course materials from the Cisco Systems networking academy program. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).

EEDA Career Cluster:

Transportation, Distribution & Logistics, Manufacturing, Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
13	Mathematics and/or Lab Sciences	MAT 110, MAT 111, MAT 120 or MAT 140, PHY 201
3	Communications	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101

Credits	Course Title	Course Code
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
4	DC Circuits	EET 111
4	AC Circuits	EET 112
4	Active Devices	EET 131
4	Electronics Circuits	EET 141
4	Digital Circuits	EET 145
3	Programmable Controllers	EET 235
3	PLC Systems Programming	EET 236
3	Engineering Technology Foundations	EGR 104
3	Engineering Programming	EGR 112
3	Network Fundamentals	IST 166
3	Cisco Internetworking Concepts	IST 201
3	Cisco Router Configuration	IST 202
3	Advanced Cisco Router Configuration	IST 203
3	Cisco Troubleshooting	IST 204

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EET 145	Digital Circuits	4
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
MAT 110	College Algebra	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
EET 111	DC Circuits	4
EET 112	AC Circuits	4
IST 166	Network Fundamentals	3
ENG 101	English Composition	3

Course Code	Course Title	Credit Hours
MAT 111	College Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
EET 131	Active Devices	4
EET 235	Programmable Controllers	3
SPC 205	Public Speaking	3
	Social/Behavioral Science General Education Course	3

Fourth Semester

Course Code	Course Title	Credit Hours
EET 141	Electronic Circuits	4
EET 236	PLC Systems Programming	3
IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
	Humanities/ Fine Arts General Education Course	3

Fifth Semester

Course Code	Course Title	Credit Hours
MAT 120	Probability and Statistics OR	
	MAT 140 Analytical Geometry and Calculus	3
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
PHY 201	Physics I	4
		Total Credits 73

Program Learning Outcomes

Students will be able to:

1. Apply the knowledge, techniques, skills and modern tools of the disciplines to narrowly defined engineering technology activities.
2. Apply a knowledge of mathematics, science, engineering and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Perform standard tests and measurements, and be able to analyze and interpret experimental data.

4. Function effectively as a member of a technical team.
5. Identify, analyze and solve narrowly defined engineering technology problems.
6. Apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
7. Engage in self-directed continuing professional development.
8. Practice professional and ethical responsibility, including a respect for diversity.
9. Demonstrate a commitment to quality, timeliness and continuous improvement.
10. Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers to the building, testing, operation, and maintenance of electrical/electronic systems.
11. Apply physics or chemistry to electrical/electronic circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.
12. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Electronics Engineering Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35310**

Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They also develop skills in computer architecture, software development, programming applications and computer networking.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities

Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician and power technician.

Unique Aspects

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer. This program is accredited by the Engineering Technology Accreditation Commission of ABET, ABET Website http://www.abet.org

EEDA Career Cluster:

Transportation, Distribution & Logistics, Manufacturing, Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
13	Mathematics and/or Lab Sciences	MAT 110, MAT 111, MAT 120 or MAT 140, PHY 201
3	Communications	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
4	DC Circuits	EET 111

Credits	Course Title	Course Code
4	AC Circuits	EET 112
4	Active Devices	EET 131
4	Electronics Circuits	EET 141
4	Digital Circuits	EET 145
4	Industrial Electronics	EET 231
3	Programmable Controllers	EET 235
3	PLC Systems Programming	EET 236
1	Electronics Senior Project	EET 273
3	Engineering Technology Foundations	EGR 104
3	Engineering Programming	EGR 112
3	Introduction to CAD	EGT 151
3	Technical Elective	CPT 209, IST 166, EET 241, TEL 202, EEM 211, EEM 221, EGT 245, AET 235, AMT 105, AMT 205

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EET 145	Digital Circuits	4
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
MAT 110	College Algebra	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
EET 111	DC Circuits	4
EET 112	AC Circuits	4
ENG 101	English Composition	3
MAT 111	College Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
EET 131	Active Devices	4

Course Code	Course Title	Credit Hours
EET 235	Programmable Controllers	3
SPC 205	Public Speaking	3
	Social/Behavioral Science General Education Course	3

Fourth Semester

Course Code	Course Title	Credit Hours
EET 141	Electronic Circuits	4
EET 236	PLC Systems Programming	3
PHY 201	Physics I	4
	Technical Elective	3

Fifth Semester

Course Code	Course Title	Credit Hours
EET 273	Electronics Senior Project	1
MAT 120	Probability and Statistics OR	
	MAT 140 Analytical Geometry and Calculus	3
EET 231	Industrial Electronics	4
EGT 151	Intro to CAD	3
	Humanities/ Fine Arts General Education Course	3
		Total Credits 69

Program Learning Outcomes

Students will be able to:

1. Apply the knowledge, techniques, skills and modern tools of the disciplines to narrowly defined engineering technology activities.
2. Apply a knowledge of mathematics, science, engineering and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Perform standard tests and measurements, and be able to analyze and interpret experimental data.
4. Function effectively as a member of a technical team.
5. Identify, analyze and solve narrowly defined engineering technology problems.
6. Apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
7. Engage in self-directed continuing professional development.
8. Practice professional and ethical responsibility, including a respect for diversity.
9. Demonstrate a commitment to quality, timeliness and continuous improvement.

10. Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers to the building, testing, operation, and maintenance of electrical/electronic systems.
11. Apply physics or chemistry to electrical/electronic circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.
12. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Electronics Engineering, Electro-Mechanical Electives (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 6 terms day
Curriculum Code: 35311

Program Description

This program combines electricity, electronics, instrumentation, process control and mechanical applications to provide students with a firm foundation in the electromechanical and related technical disciplines that will develop a student's well rounded technological skills and problem solving abilities. Graduates will be well qualified as an entry level multi-skilled engineering technologist.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical/mechanical machinery, instrumentation and controls.

Professional Opportunities

Graduates of the program are engineering technicians prepared to fill positions in areas directly related to process control, electronic instrumentation, testing, manufacturing, sales, and service.

Unique Aspects

Increased complexity of the modern industry manufacturing models has resulted in the merger of both mechanical and electrical aspects of design. This factor has created a growing demand for technologists who have a strong foundation in electrical, mechanical, and manufacturing disciples.

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer. This program is accredited by the Engineering Technology Accreditation commission of ABET, ABET website http://www.abet.org.

EEDA Career Cluster:

Transportation, Distribution & Logistics, Manufacturing, Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I*	ENG 101
13	Mathematics and/or Lab Sciences	MAT 110, MAT 111, MAT 120 or MAT 140, PHY 201
3	Communications	SPC 205
3	Humanities-Fine Arts General Education	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201,

Credits	Course Title	Course Code
		202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
4	DC Circuits	EET 111
4	AC Circuits	EET 112
4	Active Devices	EET 131
4	Electronics Circuits	EET 141
4	Digital Circuits	EET 145
4	Industrial Electronics	EET 231
3	Programmable Controllers	EET 235
3	PLC Systems Programming	EET 236
3	Engineering Technology Foundations	EGR 104
3	Engineering Programming	EGR 112
3	Introduction to CAD	EGT 151
3	Hydraulics and Pneumatics	MET 224
3	Fluid Mechanics	MET 214
2	Instrumentation Principles	MET 227

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EET 145	Digital Circuits	4
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
MAT 110	College Algebra	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
EET 111	DC Circuits	4
EET 112	AC Circuits	4
EGT 151	Intro to CAD	3
ENG 101	English Composition	3
MAT 111	College Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
EET 131	Active Devices	4

Course Code	Course Title	Credit Hours
EET 235	Programmable Controllers	3
MET 214	Fluid Mechanics	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
EET 141	Electronic Circuits	4
EET 236	PLC Systems Programming	3
PHY 201	Physics I	4
MET 227	Instrumentation Principles	2

Fifth Semester

Course Code	Course Title	Credit Hours
MAT 120	Probability and Statistics OR	
	MAT 140 Analytical Geometry and Calculus	3
EET 231	Industrial Electronics	4
MET 224	Hydraulics & Pneumatics	3
	Humanities/ Fine Arts General Education Course	3
	Social/Behavioral Science – Gen Ed requirement	3
		Total Credits 73

Program Learning Outcomes

Students will be able to:

1. Apply the knowledge, techniques, skills and modern tools of the disciplines to narrowly defined engineering technology activities.
2. Apply a knowledge of mathematics, science, engineering and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Perform standard tests and measurements, and be able to analyze and interpret experimental data.
4. Function effectively as a member of a technical team.
5. Identify, analyze and solve narrowly defined engineering technology problems.
6. Apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
7. Engage in self-directed continuing professional development.
8. Practice professional and ethical responsibility, including a respect for diversity.
9. Demonstrate a commitment to quality, timeliness and continuous improvement.
10. Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers to the building, testing, operation, and maintenance of electrical/electronic systems.

11. Apply physics or chemistry to electrical/electronic circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.
12. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Engineering Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms
Curriculum Code: **35318**

Program Description

Students will major in computer aided design with a secondary specialty in electronics engineering technology with an electro-mechanical emphasis.

Practical Experience

Students gain experience in manufacturing processes, electronic circuits, and computer aided drafting.

Professional Opportunities

Drafter, CAD operator, print reader, engineering technician.

Unique Aspects

This program allows students to receive an associate degree with a primary specialty in computer aided design and secondary specialty in electronics engineering technology with electro-mechanical emphasis. This degree is non-transferable.

EEDA Career Cluster**:**

Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	Public Speaking	SPC 205
3	College Algebra	MAT 110
3	Humanities-Fine Arts General Education	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Science General Education	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Architectural Computer Graphics I	AET 111
3	Architectural Computer Graphics II	AET 221
3	Architectural 3-D Rendering	AET 235
3	Technical Drawing	EGT 102
3	Introduction to CAD	EGT 151
3	Intermediate CAD	EGT 155
3	Principles of Parametric CAD	EGT 245

Credits	Course Title	Course Code
3	Introduction to Computers	CPT 101
3	Fluid Mechanics	MET 214
3	Hydraulics and Pneumatics	MET 224
2	Instrumentation	MET 227
4	AC/DC Circuits	EEM 117
9	Technical Electives	Any AET, AMT, EEM, EET, or EGT course

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AET 111	Architectural Computer Graphics I	3
EGT 102	Technical Drawing	2
EGT 151	Introduction to CAD	3
ENG 101	English Composition I	3

Second Semester

Course Code	Course Title	Credit Hours
AET 221	Architectural Computer Graphics II	4
EGT 155	Intermediate CAD	2
EGT 245	Principles of Parametric CAD	3
AET 235	Architectural 3-D Rendering	3
MAT 110	College Algebra	3

Third Semester

Course Code	Course Title	Credit Hours
CPT101	Introduction to Computers	3
MET 214	Fluid Mechanics	3
	Humanities/Fine Arts Gen Ed requirement	3

Fourth Semester

Course Code	Course Title	Credit Hours
EEM 117	AC/DC Circuits	4

Course Code	Course Title	Credit Hours
MET 227	Instrumentation Principles	2
EGT 104	Print Reading	3
	Social/Behavioral Science Gen Ed requirement	3
	Technical Elective	3

Fifth Semester

Course Code	Course Title	Credit Hours
MET 224	Hydraulics & Pneumatics	3
SPC 205	Public Speaking	3
	Technical Elective	3
	Technical Elective	3
		Total Credits 63

Program Learning Outcomes

Students will be able to:

1. Solve CAD industry problems using the fundamentals of descriptive geometry, orthographic projection, sectioning, tolerance and dimensioning, and basic computer-aided drafting and design.
2. Produce accurate 2D and 3D architectural or industrial CAD drawings.
3. Construct geometric models using CAD software.
4. Apply a knowledge of mathematics, science, engineering and technology to engineering technology problems.
5. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Health Unit Coordinating

Health Unit Coordinating Certificate

Health Unit Coordinating (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 consecutive terms day
Curriculum Code: 70715

Program Description

Health unit coordinating students gain skills to perform administrative duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience

Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients' families. They acquire administrative competencies including transcribing physicians' orders. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities

Unit secretaries, clerks in other hospital areas, receptionists in physicians' offices and other medical settings.

Unique Aspects

Students are required to take and pass the National Certification Examination for Health Unit Coordinators (NAHUC), a national certification exam while in HUC 120 prior to going to clinical.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
3	Fundamentals of Disease	AHS 170
1	College Orientation	COL 101
3	Introduction to Computers	CPT 101
3	Professional Communications	ENG 165
7	Health Unit Procedures I	HUC 110
8	Health Unit Procedures II	HUC 120

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 170	Fundamentals of Disease	3
AHS 102	Medical Terminology	3
COL 101	College Orientation	1
HUC 110	Health Unit Procedures I	7

Second Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
HUC 120	Health Unit Procedures II	8
		Total Credits 28

Program Learning Outcomes

Students will be able to:

1. Coordinate physician orders for the patient between the physician, nursing staff and other hospital departments.
2. Demonstrate competency and accuracy in the skills and procedures involved in the position of Health Unit Coordinator.
3. Practice responsible and confidential communications as required in health care practice.

Horticulture

Horticulture, AAS Degree

Landscape Management Certificate

Palmetto Professional Landscape Certificate

Horticulture Technology (Associate Degree in Applied Science)

Program Start Date: Fall or spring term
Minimum Program Length: 64 academic weeks; 4 terms
Curriculum Code: 35402

Program Description

Horticulture technology students study applied plant science emphasizing plant production and use. Students are trained in landscaping, nursery and garden center operations, greenhouse management, and horticulture support operations.

Practical Experience

Students participate in indoor and outdoor labs, greenhouse and nursery operations and the establishment and maintenance of ornamental gardens on the College's campus. In addition, students participate in horticultural work projects and field trips to horticulture sites within the region. Students receive training for the landscaping industry, nursery and garden center operations, and greenhouse management, as well as supporting horticulture supply businesses.

Professional Opportunities

Graduates may find employment in nursery operations, landscape management, grounds maintenance, landscape installation, parks and forestry services, urban forestry, retail plant sales, garden center management, greenhouse operation and horticulture supply businesses, and similar fields.

Unique Aspects

Each year, numerous horticulture technology program students complete internships with various companies, including Walt Disney World, Callaway Gardens and Biltmore House and Gardens

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements

Credits	Course Title	Course Code
3	Mathematics General Education Course	MAT 155 or MAT 110
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 112, 115, 201, 202, HSS 205, PSC 201, 215, 220, PSY 103, 201, 203, 212, 214, SOC 101, 102, 205
3	English Composition I	ENG 101
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, FRE 102, 201, 202, GER 102, 201, 202, HSS 101, 111, MUS 105, PHI 101, 110, REL 101, 104, 105, 201, SPA 102, 201, 202, 213, SPC 212, THE 101, 105
3	Public Speaking	SPC 205

Credits	Course Title	Course Code
4	Landscape Plant Materials	HRT 105
4	Plant Form and Function	HRT 110
4	Soils	HRT 125
4	Horticulture Pest Control	HRT 141
3	Introduction to Horticulture	HRT 101
3	Landscape Design & Implementation	HRT 104
2	Annuals and Perennials	HRT 108
3	Nursery Operations	HRT 132
3	Plant Propagation	HRT 139
3	Horticulture Business Management	HRT 200
4	Irrigation	HRT 223
4	Greenhouse Technology	HRT 230
3	Turf Management	HRT 241
4	Landscape Installation	HRT 253
3	Urban Tree Care	HRT 255
4	Landscape Management	HRT 256

Notes: Any student who changes their program from the Landscape Management Certificate or the Palmetto Professional Landscape Certificate to the Horticulture Technology Associate Degree in Applied Science program must make up the lab credits through a process designated by the Department Chair.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MAT 155 or	Contemporary Mathematics	
MAT 110	College Algebra	3
HRT 110	Plant Form & Function	4
HRT 105	Landscape Plant Materials	4
HRT 108	Annuals and Perennials	2
HRT 141	Horticulture Pest Control	4

Second Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
HRT 125	Soils	4
HRT 139	Plant Propagation	3
HRT 104	Landscape Design & Implementation	3
HRT 101	Introduction to Horticulture	3

Third Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Sciences General Education Course	3
HRT 200	Horticulture Business Management	3
HRT 223	Irrigation	4
HRT 225	Urban Tree Care	3
HRT 132	Nursery	3
HRT 241	Turf Management	3

Fourth Semester

Course Code	Course Title	Credit Hours
	Humanities/Fine Arts General Education Course	3
SPC 205	Public Speaking	3
HRT 253	Landscape Installation	4
HRT 256	Landscape Management	4
HRT 230	Greenhouse Technology	4
		Total Credits 70

Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publically, listen actively and respond effectively.
2. Develop and maintain a diverse horticulture landscape.
3. Practice professionalism in horticulture applications.
4. Produce plants in commercial horticulture settings.
5. Employ appropriate business management skills used in the horticulture industry

Landscape Management (Certificate)

Program Start Date: Fall or spring term
Minimum Program Length: 32 academic weeks; 2 terms evening
Curriculum Code: 70377

Program Description

Landscape management students develop skills in the use of modern techniques and materials in landscape management.

Practical Experience

Students participate in special projects utilizing the College's ornamental garden and adjacent grounds for both observation and study.

Professional Opportunities

Graduates may find employment in the landscape management and nursery fields.

Unique Aspects

This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree (see note below).

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements

Credits	Course Title	Course Code
3	Landscape Design and Implementation	HRT 104
3	Plant Materials	HRT 113
3	Commercial Irrigation	HRT 121
3	Plant Pests	HRT 144
3	Landscape Construction	HRT 153
3	Turf Management	HRT 241

Notes: Any student who changes their program from the Landscape Management Certificate to the Horticulture Technology Associate Degree in Applied Science program must make up the lab credits through a process designated by the Department Chair

Semester Display

First Semester

Course Code	Course Title	Credit Hours
HRT 113	Plant Materials	3
HRT 144	Plant Pests	3
HRT 121	Commercial Irrigation	3

Second Semester

Course Code	Course Title	Credit Hours
HRT 104	Landscape Design and Implementation	3
HRT 241	Turf Management	3
HRT 153	Landscape Construction	3
		Total Credits 18

Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publically, listen actively and respond effectively
2. Select plants and grass for horticulture landscapes
3. Create landscape designs, irrigation systems and hardscape entities for commercial and residential landscapes.
4. Develop and maintain a diverse horticulture landscape

Palmetto Professional Landscape (Certificate)

Program Start Date: Any term
Minimum Program Length: 42 academic weeks; 3 terms online
Curriculum Code: 61033

Program Description

Professional landscape management and nursery students will obtain knowledge and skills via online instruction to work in the horticulture industry and to help sustain the landscape and surrounding environment.

Practical Experience

Students learn critical aspects of the landscape business to successfully work with companies to create environmentally friendly landscapes.

Professional Opportunities

Landscape management, installation, public and government landscape positions.

Unique Aspects

This online certificate is designed especially for individuals already employed in the landscape and nursery industry and for individuals desiring specific training in the major courses. The program is offered online using various multimedia programs and techniques in order to accommodate students who may not be able to attend a traditional class. This certificate will provide training and testing for the SC Commercial Pesticide License and the SC Environmental Landscape Certification. Credit earned may be applied to the horticulture associate degree (see note below)

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements

Credits	Course Title	Course Code
3	Plant Materials	HRT 113
3	Plant Pests	HRT 144
3	Landscape Construction	HRT 153
3	Sustainability in Horticulture	HRT 169
3	Horticulture Business Management	HRT 200
3	Turf Management	HRT 241

Notes: Any student who changes their program from the Palmetto Professional Landscape Certificate to the Horticulture Technology Associate Degree in Applied Science program must make up the lab credits through a process designated by the Department Chair

Semester Display

First Semester

Course Code	Course Title	Credit Hours
HRT 113	Plant Materials	3
HRT 153	Landscape Construction	3

Second Semester

Course Code	Course Title	Credit Hours
HRT 241	Turf Management	3
HRT 169	Sustainability in Horticulture	3

Third Semester

Course Code	Course Title	Credit Hours
HRT 200	Horticulture Business Management	3
HRT 144	Plant Pests	3
		Total Credits 18

Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publically, listen actively and respond effectively.
2. Select plants and grass for horticulture landscapes.
3. Develop and maintain a diverse horticulture landscape.
4. Employ appropriate business management skills used in the horticulture industry.
5. Formulate horticulture practices that are environmentally sustainable

HVAC and Refrigeration

HVAC and Refrigeration Certificate

HVAC and Refrigeration, AAS Degree

Heating, Ventilation, Air Conditioning, and Refrigeration Technology (Certificate)

Program Start Date: Fall
Minimum Program Length: 42 academic weeks; 3 terms day or evening
Curriculum Code: **35318**

Program Description

Heating, ventilation, air conditioning and refrigeration students learn skills to repair, install and maintain domestic, commercial and industrial HVAC equipment and controls.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and AC systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC or electrical controls technician.

Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree General Technology with a primary specialty in HVAC-R.

EEDA Career Cluster:

Architecture & Construction; Manufacturing

Course Requirements

Credits	Course Title	Course Code
5	Fundamentals of Refrigeration	ACR 101
4	Basic Electricity HVAC	ACR 106
4	Heating Fundamentals	ACR 110
3	Basic Air Conditioning	ACR 120
4	Fundamentals of HVAC	ACR 125
4	Domestic Refrigeration	ACR 130
3	Automated Controls	ACR 140
1	EPA 608 Certification Preparation	ACR 175
4	Heat Pumps	ACR 210
3	Residential Load Calculations	ACR 221
3	Codes and Ordinances	ACR 224
3	Advanced Automatic Controls	ACR 240

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity HVAC	4

Course Code	Course Title	Credit Hours
ACR 125	Fundamentals of HVAC	4

Second Semester

Course Code	Course Title	Credit Hours
ACR 110	Heating Fundamentals	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automated Controls	3
ACR 210	Heat Pumps	4

Third Semester

Course Code	Course Title	Credit Hours
ACR 120	Basic Air Conditioning	4
ACR 175	EPA 608 Certification Preparation	1
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 240	Advanced Automatic Controls	3
		Total Credits 40

Program Learning Outcomes

Students will be able to:

1. Demonstrate professional behavior and customer-related business skills as related to the HVAC industry.
2. Compose and format business documents (e.g., customer tickets, summaries, job reports).
3. Evacuate, charge and recover refrigerant from Air Conditioning and Refrigeration systems.
4. Calculate residential heat loss and heat gain.

Heating, Ventilation, Air Conditioning, and Refrigeration Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35318**

Program Description

Students will complete a primary specialty in HVAC and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and AC systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC or electrical controls technician.

Unique Aspects

Students must be a graduate of an HVAC certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster:

Architecture & Construction; Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Basic Economics	ECO 201
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101, THE 105.
3	Algebra, Geometry & Trigonometry	MAT 170
1	College Orientation	COL 101
5	Fundamentals of Refrigeration	ACR 101
4	Basic Electricity HVAC	ACR 106
4	Heating Fundamentals	ACR 110

Credits	Course Title	Course Code
4	Basic Air Conditioning	ACR 120
4	Fundamentals of HVAC	ACR 125
4	Domestic Refrigeration	ACR 130
3	Automated Controls	ACR 140
1	EPA 608 Certification Preparation	ACR 175
4	Heat Pumps	ACR 210
2	Residential Load Calculations	ACR 221
2	Codes and Ordinances	ACR 224
3	Advanced Automatic Controls	ACR 240
12	Secondary Electives	IMT 120, IMT 124, IMT 131, IMT 160, EEM 117, EEM 118, EEM 151, EEM 152, EEM 251, EEM 252

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity HVAC	4
ACR 125	Fundamentals of HVAC	4
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
ACR 110	Heating Fundamentals	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automated Controls	3
ACR 210	Heat Pumps	4

Third Semester

Course Code	Course Title	Credit Hours
ACR 120	Basic Air Conditioning	4
ACR 175	EPA 608 Certification Preparation	1
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 240	Advanced Automatic Controls	3

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 155	Contemporary Mathematics	3
ECO 201	Basic Economics	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3

Fifth Semester

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
	Humanities/Fine Arts Requirements	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3
		Total Credits 68

Program Learning Outcomes

Students will be able to:

1. Demonstrate professional behavior and customer-related business skills as related to the HVAC industry.
2. Compose and format business documents (e.g., customer tickets, summaries, job reports).
3. Evacuate, charge and recover refrigerant from Air Conditioning and Refrigeration systems.
4. Calculate residential heat loss and heat gain.
5. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Machining Technology – CNC

Advanced Computer Numerical Control Certificate

Automated Computer Numerical Control Certificate

Machine Tool Technology Certificate

Machine Tool Technology, AAS Degree

Advanced CNC (Machine Tool Technology) (Certificate)

Program Start Date: Summer
Minimum Program Length: 10 academic weeks; 1 term, day only
Curriculum Code: 61019

Program Description

This one-semester certificate machine tool technology program provides students with advanced programming skills for CNC (computer numerical control) machining centers. Equipment includes multi-axis machining and turning centers, CAD/CAM work stations, reverse engineering and rapid prototyping of parts.

Practical Experience

Hands-on experience provided in all phases of programming and operations.

Professional Opportunities

Lead CNC Machinist, Lead Programmer.

Unique Aspects

Students must be a graduate of an associate degree machine tool program. This curriculum is designed for those who have an understanding of CNC machine center operations and programming as demonstrated by completion of NIMS (National Institute of Metal Working Skills) credentials in CNC Milling and CNC Turning.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	CNC Programming II	MTT 255
3	CNC Programming III	MTT 256
3	Machine Tool CAM	MTT 258
3	CAD/CAM Applications	EGT 265

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MTT 255	CNC Programming II	3
MTT 256	CNC Programming III	3
MTT 258	Machine Tool CAM	3
EGT 265	CAD/CAM Applications	3
		Total Credits 12

Program Learning Outcomes

Students will be able to:

1. Demonstrate logical skills in using information retrieval and technology to manufacture machined projects.
2. Demonstrate CAD/ CAM software skills to construct geometric models and drawings for tool paths.
3. Students will demonstrate proficiency in 4th and 5th Axis CNC machining skills.

Automated CNC (Machine Tool Technology) (Certificate)

Program Start Date: Spring/Summer
Minimum Program Length: 26 academic weeks; 2 terms, day only
Curriculum Code: 61019

Program Description

This two-semester certificate program provides students with automated programming skills for CNC machining centers plus related experience in automation and basic robotics. Equipment includes multi-axis machining & turning centers, CAD/CAM work stations, reverse engineering, and automated controls and systems.

Practical Experience

Hands-on experience provided in CNC, CAD/CAM and Automated programming & operations.

Professional Opportunities

CNC Machinist, Lead Programmer, Automated Machinist Technician.

Unique Aspects

Students must be a graduate of an associate degree machine tool program. This curriculum is designed for those who have an understanding of CNC machining center operations and programming as demonstrated by completion of NIMS credentials in CNC Milling and CNC Turning.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	CNC Programming II	MTT 255
3	CNC Programming III	MTT 256
3	Machine Tool CAM	MTT 258
3	Advanced Dimensional Metrology for Machinist	MTT 243
3	CAD/CAM Applications	EGT 265
3	Robotics and Automated Controls I	AMT 105
3	Manufacturing Workplace Skills	AMT 106
3	Robotics and Automated Controls II	AMT 205

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MTT 256	CNC Programming III	3
MTT 258	Machine Tool CAM	3
EGT 265	CAD/CAM Applications	3
AMT 105	Robotics and Automated Controls I	3

Second Semester

Course Code	Course Title	Credit Hours
MTT 255	CNC Programming II	3
AMT 106	Manufacturing Workplace Skills	3
AMT 205	Robotics and Automated Controls II	3
MTT 243	Advanced Dimensional Metrology for Machinist	3
		Total Credits 24

Program Learning Outcomes

Students will be able to:

1. Demonstrate logical skills in using information retrieval and technology to manufacture machined projects.
2. Demonstrate CAD/ CAM software skills to construct geometric models and drawings for tool paths.
3. Demonstrate proficiency in 4th and 5th Axis CNC machining skills.
4. Validate Automated Robotics Systems.

Machine Tool Technology (Certificate)

Program Start Date: Fall
Minimum Program Length: 42 academic weeks; 3 terms evening
Curriculum Code: 70960

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, and precision measuring equipment.

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities

Maintenance machinist, machinist, machine operator and quality control inspector.

Unique Aspects

Courses from this program will apply towards an Associate in Applied Science Degree in Machine Tool Technology. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, Phone (703) 352-4971

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
5	Machine Tool Theory & Practice	MTT 111
5	Machine Tool Theory & Practice II	MTT 112
5	Machine Tool Theory & Practice III	MTT 113
3	Principles of CNC	MTT 250
3	Print Reading	EGT 104
2	Advanced Print Reading & Sketching	EGT 108
3	Fundamentals of CAD	EGT 152
2	Industrial Computer Techniques	EEM 107
2	Industrial Safety	IMT 102

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MTT 111	Machine Tool Practice and Theory	5
EGT 104	Blueprint Reading	3

Course Code	Course Title	Credit Hours
IMT 102	Industrial Safety	2
EEM 107	Industrial Computer Techniques	2

Second Semester

Course Code	Course Title	Credit Hours
MTT 112	Machine Tool Practice and Theory II	5
EGT 108	Advanced Print Reading	2
EGT 152	Fundamentals of CAD	3
MAT 155	Contemporary Mathematics	3

Third Semester

Course Code	Course Title	Credit Hours
MTT 113	Machine Tool Practice and Theory III	5
MTT 250	Principles of CNC	3
MAT 170	Algebra, Geometry, and Trigonometry	3
		Total Credits 36

Program Learning Outcomes

Students will be able to:

1. Manufacture machined projects using logic, information retrieval and related technology.
2. Apply industry related mathematics needed to perform job related tasks.
3. Machine parts to industry standards of tolerance and finish using manual machine tools.

Machine Tool Technology (Associate Degree in Applied Science)

Program Start Date: Fall, Spring
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35370**

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities

Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer.

Unique Aspects

The completion of this program will prepare students to pursue national credentials. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, Phone (703) 352-4971

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
5	Machine Tool Theory & Practice	MTT 111
5	Machine Tool Theory & Practice II	MTT 112
5	Machine Tool Theory & Practice III	MTT 113
3	Introduction to CAM	MTT 249
3	Principles of CNC	MTT 250
3	CNC Programming & Operations	MTT 253

Credits	Course Title	Course Code
3	CNC Programming I	MTT 254
3	Operation & Programming of CMM	MTT 270
4	Introduction to NIMS Credentialing	MTT 275
4	NIMS Level I Capstone	MTT 285
3	Print Reading	EGT 104
2	Advanced Print Reading & Sketching	EGT 108
3	Fundamentals of CAD	EGT 152
3	Principles of Parametric CAD	EGT 245
2	Industrial Computer Techniques	EEM 107
2	Industrial Safety	IMT 102

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MTT 111	Machine Tool Practice and Theory	5
EGT 104	Blueprint Reading	3
IMT 102	Industrial Safety	2
MAT 155	Contemporary Mathematics	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
MTT 112	Machine Tool Practice and Theory II	5
EGT 108	Advanced Print Reading	2
EGT 152	Fundamentals of CAD	3
MAT 170	Algebra, Geometry, and Trigonometry	3
EEM 107	Industrial Computer Techniques	2

Third Semester

Course Code	Course Title	Credit Hours
MTT 113	Machine Tool Practice and Theory III	5
MTT 250	Principles of CNC	3
MTT 270	Operation & Programming of CMM	3
EGT 245	Principles of Parametric CAD	3

Fourth Semester

Course Code	Course Title	Credit Hours
MTT 275	Introduction to NIMS Credentialing	4
MTT 253	CNC Programming & Operations	3
ENG 165	Professional Communications	3
	Social/Behavioral Science General Education Course	3

Fifth Semester

Course Code	Course Title	Credit Hours
MTT 285	NIMS Level I Capstone	4
MTT 254	CNC Programming I	3
MTT 249	Introduction to CAM	3
	Humanities/Fine Arts General Education Course	3
		Total Credits 69

Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to speak publicly, listen actively, and respond effectively.
2. Manufacture machined projects using logic, information retrieval and related technology.
3. Apply industry related mathematics needed to perform job related tasks.
4. Machine parts to industry standards of tolerance and finish using manual machine tools.
5. Machine parts to industry standards of tolerance and finish using computer numerical controlled machine tools.

Management

Entrepreneurship Certificate

Management, AAS Degree

Management, Fire Service Electives, AAS Degree

Management, Human Resources Electives, AAS Degree

Management, Marketing Electives, AAS Degree

Management, Medical Electives, AAS Degree

Entrepreneurship (Certificate)

Program Start Date: Any time
Minimum Program Length: 32 academic weeks; 2 terms
Curriculum Code: **71191**

Program Description

The Entrepreneurship Certificate students fulfill the needs of the business community for entry level management employees and for beginning entrepreneurs who can develop a business plan for a marketable skill or product, develop and market the skill or product, and have a basic understanding of planning, organizing, leading, and controlling a small business. Graduates will have sufficient skills to enter the marketplace, form a small business, or continue their education in management.

Practical Experience

Students gain basic skills in marketing, management, financial principles, and computer applications which are important for beginning managers and entrepreneurs.

Professional Opportunities

Administrative specialist, information specialist, software application specialist, receptionist, customer service representative, general office clerk.

Unique Aspects

Credits earned in this certificate may be applied to the Management in Applied Science degree.

EEDA Career Cluster:

Business, Management, and Administration

Course Requirements

Credits	Course Title	Course Code
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Integrated Accounting Software	ACC 246
3	Entrepreneurship	BUS 110
3	Business Law I	BUS 121
3	Introduction to E-Commerce Business	BUS 210
3	Introduction to Computers	CPT 101
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Marketing	MKT 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BUS 110	Entrepreneurship**	3
CPT 101	Introduction to Computers**	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
ACC 246	Integrated Accounting Software**	3
BUS 121	Business Law I**	3
BUS 210	Introduction to E-Commerce Business**	3
MGT 201	Human Resource Management**	3
		Total Credits 30

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations, and policies.
3. Apply routine accounting, financial, and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Describe the components of a business plan.

Management (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening
Curriculum Code: **35030**

Program Description

Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department chair/academic advisor. This program is offered online as well as in traditional classes.

Practical Experience

Students complete simulations and research projects in human resource management, accounting, finance and computer software applications.

Professional Opportunities

Supervisor, assistant manager, department manager, project manager, account manager.

EEDA Career Cluster:

Government & Public Administration; Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Demonstration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Business Ethics	BUS 220
3	Special Topics in Business	BUS 268
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Marketing	MKT 101
15	Elective Courses	ACC 124, ACC 150, ACC 246, ACC 265, AOT 133, AOT 134, AOT 180,

Credits	Course Title	Course Code
		BUS 110, ECO 211, MGT 150, MGT 230, MKT 123, MKT 221, MKT 240

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
BUS 121	Business Law I**	3
BUS 220	Business Ethics**	3
CPT 178	Software Applications**	3
ENG 102	English Composition II	3
MGT 201	Human Resource Management**	3
	Elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	Elective**	3
	Elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
BUS 268	Special Topics in Business**	3
ECO 210	Macroeconomics**	3
	Elective**	3
	Elective**	3
		Total Credits 64

The student must complete elective courses with a “C” or better, which total at least 15.0 credit hours from: ACC 124, ACC 150, ACC 246, ACC 265, AOT 133, AOT 134, AOT 180, BUS 110, ECO 211, MGT 150, MGT 230, MKT 123, MKT 221, MKT 240

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Survey practical business applications including marketing, office management, accounting, and upper levels of management.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Fire Service Electives (Associate Degree in Applied Science)

Program Start Date: Fall term or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening/online
Curriculum Code: **35030**

Program Description

Management with Fire Service electives students develop skills to plan, organize, lead and control the individuals and resources in fire departments. Course work will focus on supervision, human resource management, accounting and budgeting, and computer applications. This program may lead to a four-year baccalaureate degree in fire service administration or fire prevention technology.

Practical Experience

Through case studies, students simulate management decision-making skills that parallel those in industry. Students use microcomputer hardware and software in basic word-processing, spreadsheet, accounting, and finance applications. They develop effective communication, team-building and problem-solving skills.

Professional Opportunities

Assistant chief, fire chief (depending on level of applicable work experience in the fire service field).

Unique Aspects

At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter. Fifteen (15) semester hours of fire service electives are required. An articulation agreement with guidelines for awarding exemption credit for certification training offered by the National Fire Academy or the South Carolina Fire Academy is available from the academic advisor and will be used to evaluate students' fire academy transcripts. Spartanburg Community College does not offer courses which meet the fire service requirement.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Business Ethics	BUS 220
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178

Credits	Course Title	Course Code
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Marketing	MKT 101
3	Elective	Any course that is not remedial or non-degree.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
ENG 102	English Composition II	3

Third Semester

Course Code	Course Title	Credit Hours
BUS 220	Business Ethics**	3
CPT 178	Software Applications**	3
ECO 210	Macroeconomics**	3
MKT 101	Marketing**	3

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 120	Probability and Statistics	3
MGT 201	Human Resource Management**	3
SPC 205	Public Speaking	3
	Elective	3
		Total Credits 64

****** A grade of “C” or better is required.

The student must complete a total of 15 semester credit hours from a National Fire Academy Open-Learning Program Accredited College. Students who have completed training/courses through the South Carolina Fire Academy or the National Fire Academy may receive credit through experiential learning for all or part of these 15 credit hours.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Survey practical business applications including marketing, office management, accounting, and upper levels of management.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Human Resources Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening/online
Curriculum Code: **35030**

Program Description

Management with Human Resource electives students develop skills to plan, organize, lead and control activities related to the human resource office of any organization. Students focus on the applications, supervisory skills and employment laws/regulations needed in human resource offices.

Practical Experience

In addition to employee selection/retention and employee benefits, students complete simulations and research projects in human resource management, accounting, finance, and computer software applications. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities

Supervisor, office manager, project manager, account manager, department manager.

EEDA Career Cluster:

Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Payroll Accounting	ACC 150
3	Office Communications	AOT 134
3	Customer Service	AOT 180
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Compensation Benefits and Analysis	BUS 136
3	Business Ethics	BUS 220
3	Special Topics in Business	BUS 268
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Employee Selection and Retention	MGT 210
3	Marketing	MKT 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AOT 180	Customer Service**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
BUS 220	Business Ethics**	3
CPT 178	Software Applications**	3
ENG 102	English Composition II	3
MGT 201	Human Resource Management**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
AOT 134	Office Communications**	3
BUS 136	Compensation & Benefit Analysis**	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
ACC 150	Payroll Accounting**	3
BUS 268	Special Topics in Business**	3
ECO 210	Macroeconomics**	3
MGT 210	Employee Selection & Retention**	3
		Total Credits 64

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Assemble employee selection, compensation, and benefits systems.
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Management with Information Technology Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening
Curriculum Code: **35030**

Program Description

Management with Information Technology electives students develop management skills related to information technology. Students focus on database applications and supervision of information technology personnel and/or projects.

Practical Experience

Students complete software applications and database projects. In addition, students complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Information technology supervisor/manager, data analyst.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law i	BUS 121
3	Business Ethics	BUS 220
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Managing Information Resources	MGT 230
3	Marketing	MKT 101
12	Information Technology electives	CPT 202, CPT 242, CPT 244, CPT 264, CPT 282, CPT 290, IST 166, IST 222, IST 238
3	Elective	Any course that is not remedial or non-degree.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
BUS 220	Business Ethics**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I **	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
BUS 121	Business Law I**	3
CPT 178	Software Applications**	3
ENG 102	English Composition II	3
MGT 101	Principles of Management**	3
	Approved CPT/IST elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
ECO 210	Macroeconomics**	3
MGT 201	Human Resource Management**	3
SPC 205	Public Speaking	3
	Approved CPT/IST elective**	3
	Approved CPT/IST elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
MAT 120	Probability and Statistics	3
MGT 230	Management Information Systems**	3
	Approved CPT/IST elective**	3
	Elective	3
		Total Credits 64

Choose 12 Hours of Approved CPT/IST electives from the following: CPT 202, CPT 244, CPT 242, CPT 264, CPT 285, CPT 290, IST 166, IST 222, IST 238

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Apply local- and server-based database design concepts to the development of business-related forms, reports and queries.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively

Management with Marketing Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or online
Curriculum Code: **35030**

Program Description

Management with Marketing Electives students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service. This program is offered online as well as in traditional classes.

Practical Experience

Students develop advertising campaigns, make sales presentations, and conduct market research surveys and complete accounting and finance simulations using microcomputer applications. They develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Salesperson, sales manager trainee, retail manager, advertising supervisor, marketing information specialist and customer service manager.

EEDA Career Cluster:

Hospitality & Tourism; Business, Management & Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Business Ethics	BUS 220
3	Special Topics in Business	BUS 268
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Marketing	MKT 101
3	Retailing	MKT 110
3	Sales Principles	MKT 120
3	Advertising	MKT 240

Credits	Course Title	Course Code
3	Marketing Management	MKT 260
3	Elective	Any course that is not remedial or non-degree.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
BUS 121	Business Law I**	3
BUS 220	Business Ethics**	3
CPT 178	Software Applications**	3
ECO 210	Macroeconomics**	3
ENG 102	English Composition II	3
MGT 201	Human Resource Management**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
MKT 110	Retailing**	3
MKT 120	Sales Principles**	3
MKT 240	Advertising**	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
BUS 268	Special Topics in Business**	3
MAT 120	Probability and Statistics	3

Course Code	Course Title	Credit Hours
MKT 260	Marketing Management**	3
	Elective	3
		Total Credits 64

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control)
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Apply the 4 principles of marketing (product, price, placement, promotion).
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Medical Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day
Curriculum Code: **35030**

Program Description

Management with Medical electives students develop skills to plan, organize, lead and control activities related to the medical field. Students focus on the applications and supervisory skills needed in physicians' offices and health facilities.

Practical Experience

In addition to health informatics, medical laws, and pharmacy management, students complete simulations and research projects in human resource management, accounting, finance, and computer software applications. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities

Supervisor, office manager, project manager, accounting manager, department manager.

EEDA Career Cluster:

Business, Management, and Administration; Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
2	Introduction to Health Professions	AHS 101
3	Medical terminology	AHS 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Business Ethics	BUS 220
3	Special Topics in Business	BUS 268
3	Introduction to Computers	CPT 101
3	Software Applications	CPT 178
2	Medical Records and the Law	HIM 115
2	Pharmacy Management	PHM 201
3	Medical Business Records	MED 109
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201

3	Managing Information Systems	MGT 230
3	Marketing	MKT 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 101	Introduction to Health Professions**	2
AHS 102	Medical Terminology**	3
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
MGT 101	Principles of Management**	3

Second Semester

Course Code	Course Title	Credit Hours
BUS 121	Business Law I**	3
CPT 178	Software Applications**	3
ENG 101	English Composition I**	3
MGT 201	Human Resource Management**	3
MGT 230	Managing Information Resources**	3
MKT 101	Marketing**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BUS 220	Business Ethics**	3
ECO 210	Macroeconomics**	3
ENG 102	English Composition II	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II	3
BUS 268	Special Topics in Business**	3
HIM 115	Medical Records and the Law**	2
MED 109	Medical Business Records**	3

Course Code	Course Title	Credit Hours
PHM 201	Pharmacy Management**	2
		Total Credits 64

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Evaluate key medical business setting differences between pharmacies, medical offices, and hospitals.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Medical Assisting

Medical Assisting Diploma

Medical Assisting (Diploma)

Program Start Date: Fall or Spring term
Minimum Program Length: 64 academic weeks; 4 consecutive terms day
Curriculum Code: 15214

Program Description

Medical assistants are health care professionals who perform basic clinical and laboratory skills as well as administrative office procedures. They assist physicians and nurses in caring for patient in ambulatory medical facilities.

Practical Experience

Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities

Certified medical assistants are employed in physicians' offices and selected areas in hospitals and clinics.

Unique Aspects

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The CAAHEP contact information is: CAAHEP, 35 East Wacker Drive, Chicago, IL 60601, Phone (312) 553-9355, www.caahep.org.

EEDA Career Cluster

Health Sciences

Prerequisites

- One unit high school biology or chemistry or equivalent

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Math for Business and Finance	MAT 160
2	Introduction to the Medical Assistant Profession	MED 102
5	Medical Office Skills I	MED 105
3	Common Diseases of the Medical Office	MED 108
3	Basic Laboratory Techniques	MED 113
4	Medical Assisting Clinical Procedures	MED 114
4	Medical Office Lab Procedures II	MED 116
4	Pharmacology for Medical Assistants	MED 118
2	Medical Assistant Emergency Preparedness	MED 120
2	Medical Assisting Financial Management	MED 134
8	Clinical Office Experience	MED 158
3	General Psychology	PSY 201

Credits	Course Title	Course Code
3	General Psychology	PSY 201

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
COL 101	College Orientation	1
ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

Second Semester

Course Code	Course Title	Credit Hours
MED 102	Introduction to the Medical Assistant Profession	2
MED 105	Medical Office Skills I	5
MED 113	Basic Laboratory Techniques	3
MED 118	Pharmacology for Medical Assistants	4

Third Semester

Course Code	Course Title	Credit Hours
MED 108	Common Diseases of the Medical Office	3
MED 114	Medical Assisting Clinical Procedures	4
MED 116	Medical Office Lab Procedures II	4
MED 134	Medical Assisting Financial Management	2

Fourth Semester

Course Code	Course Title	Credit Hours
MED 120	Medical Assistant Emergency Preparedness	2
MED 158	Clinical Office Experience	8
		Total Credits 50

Program Learning Outcomes

Students will be able to:

7. Operate as a multi-skilled medical assistant in a healthcare setting.
8. Perform clinical responsibilities/procedures.
9. Apply administrative principles within the medical office.
10. Define the concept of medical asepsis.
11. Facilitate and/or assist with patient education.

12. Operate within the legal and ethical standards of the medical profession.
13. Practice professional oral and written communication skills.

Medical Lab Technologies

Medical Laboratory Technology

Medical Laboratory Technology
(Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 90 academic weeks; 6 consecutive terms, day
Curriculum Code: 35205

Program Description

Medical laboratory technology students' work as medical investigators analyzing blood, urine, spinal and other body fluids and tissues to help the physician diagnose, treat and monitor disease processes in patients. Students have less patient contact than many other health science students.

Practical Experience

Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, physicians' offices and clinics.

Professional Opportunities

Medical laboratory technicians work in hospitals, physicians' offices, veterinary clinics, private and research laboratories, and industrial laboratories. Medical laboratory technicians may also work as technical representatives and salespersons for medical supply companies.

Unique Aspects

Students perform blood collection techniques examine specimens under a microscope, and operate complex digital medical equipment and computers. Graduates are eligible to apply to take the national certification examination to become registered medical technicians. The Medical Laboratory Technology Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
600 N. River Road, Suite 720
Rosemont, IL 60018
(773) 714-8880
NAACLS Website (http://www.naacls.org)

EEDA Career Cluster:

Health Science

Pre-requisites:

- One unit HS biology or equivalent
- One unit HS chemistry or equivalent

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
4	Science General Education Course	CHM 105
3	Introduction to Computers	CPT 101
3	English Composition I	ENG 101
3	Speech	SPC 205
3	Humanities General Education Course	ENG 102, HIS 101 or 102, REL 101 or 201, PHL 101 or 110

Credits	Course Title	Course Code
3	Social/Behavioral Sciences General Education Course	PSY 201, 203, 212, 214, SOC 101
3	Mathematics General Education Course	MAT 155, 110, 120
58	MLT Courses	MLT 102, 105, 110, 115, 120, 130, 205, 210, 219, 241, 251, 252, 270

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
CHM 105	General, Organic and Biochemistry	4
	Mathematics General Education Course	3
ENG 101	English Composition I	3
CPT 101	Introduction to Computers	3

Second Semester (This must be a Fall semester)

Course Code	Course Title	Credit Hours
	Social/Behavioral Sciences General Education Course	3
MLT 102	Fundamentals of Medical Laboratory Technology	3
MLT 105	Medical Microbiology	4
MLT 115	Immunology	3

Third Semester

Course Code	Course Title	Credit Hours
MLT 110	Hematology	4
MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4

Fourth Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Humanities/Fine Arts General Education Course	3
MLT 210	Advanced Hematology	4
MLT 219	Clinical Instrumentation	3

Fifth Semester

Course Code	Course Title	Credit Hours
MLT 270	Clinical Applications	12

Sixth Semester

Course Code	Course Title	Credit Hours
MLT 241	Medical Lab Transition	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
		Total Credits 81

Program Learning Outcomes

Students will be able to:

1. Demonstrate proper procedures for the collection, processing, and analysis of biological specimens.
2. Perform routine clinical laboratory tests in Chemistry, Hematology/Hemastasis, Immunology/Immunohematology, Microbiology, and Point of Care Testing.
3. Perform and monitor Quality Control, and Preventative Maintenance recognizing factors which interfere with analytical tests and take appropriate actions.
4. Correlate laboratory test results with patient diagnosis and treatment.
5. Demonstrate the technical training sufficient to orient new employees within the clinical laboratory.
6. Demonstrate professional and ethical behavior consistent with current academic and clinical standards.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Nuclear Power

Radiation Protection Technology, AAS Degree

Radiation Protection Technology
(Associate Degree in Applied Science)

Program Start Date: Summer term
Minimum Program Length: 74 academic weeks; 5 terms day or evening
Curriculum Code: 35402

Program Description

The Associate Degree in Applied Science with a major in Radiation Protection Technology provides the fundamental knowledge and skills to the student who desires a career as a radiation protection technician in a nuclear power facility. Entrance into the program requires a successful completion of all required general education courses with a C or better in every course. The two-year curriculum includes general education college transfer courses, nuclear power plant operation courses taught by Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors, and two paid, hands-on internships in local nuclear power facilities that will prepare the graduate for immediate employment as a junior radiation protection technician.

Practical Experience

General education courses will provide students hands-on physical science and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Major courses in radiation protection will provide students with on-the-job training (OJT) followed by task performance evaluation (TPE) that will allow for successful on-site performance. Qualifying students will participate in two hands-on internships in a nearby nuclear power facility. The duration of each internship will be a minimum of 40 days with a minimum number of 240 hours of on-site activity and training. Collectively, these courses will promote critical thinking skills that will allow for effective communication, teambuilding and problem-solving skills stressed in the work place.

Professional Opportunities

Graduates of the Associate Degree in Applied Science with a major Radiation Protection Technology Program will be prepared for immediate employment as junior radiation protection technicians in any U.S. nuclear power facility.

Unique Aspects

Currently, this program is the only one in the state of South Carolina and exists due to a partnership formed between the College and Duke Energy. This relationship allows for instruction on radiation protection by veteran Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors and on site internships in local nuclear power facilities. This partnership allows for the college to provide not only the general education courses required for understanding radiation protection, but INPO certified instruction in radiation protection as well

EEDA Career Cluster:

Science, Technology, Engineering and Mathematics.

Course Requirements:

Credits	Course Title	Course Code
3	Mathematics General Education Course	MAT 110
3	Social/Behavioral Sciences General Education Course	PSY 201
3	English Composition I	ENG 101

Credits	Course Title	Course Code
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, FRE 102, 201 202, GER 102, 201, 202, HSS 101, 111, MUS 105, PHI 101, 110, REL 101, 104, 105, 201, SPA 102, 201, 202, 213, SPC 212, THE 101, 105
3	Interpersonal Communications	SPC 209
4	College Chemistry	CHM 110
3	Geometry and Trigonometry	MAT 168
4	Physical Science I or Physics I	PHS 101 or PHY 201 or PHY 221
4	Physical Science II or Physics II	PHS 102 or PHY 202 or PHY 222
1	Introduction to Radiation Protection	RPT 101
	Grade of C or better is required for the courses listed above. Students must complete all of the above courses prior to applying for acceptance in the cohort that will take the courses listed below starting each summer semester. Grade of “B” or better is required for all courses listed below.	
4	Power Plant Fundamentals	RPT 201
1	Fundamental Plant Systems	RPT 202
3	General Employee Training	RPT 203
1	Human Resources and Error Reduction	RPT 204
2	Radiation Detection and Standards	RPT 205
4	Radiation Monitoring and Exposure Control	RPT 206
3	Contamination Control & Incident Prevention	RPT 207
1	Radiation Protection Internship I	RPT 208
4	SCWE in Radiation Protection Internship I	RPT 210
1	On Job Training and Task Performance Evaluation Preparation	RPT 212
6	OJT/TPE on Standardized Tasks	RPT 213
1	Radiation Protection Internship II	RPT 216
4	SCWE in Radiation Protection Internship II	RPT 218

Semester Display

First Semester

Course Code	Course Title	Credit Hours
	Physical Science/Physics Sequence	4
ENG 101	English Composition I	3
RPT 101	Introduction to Radiation Protection	1
	Humanities/Fine Arts General Education Course	3
MAT 110	College Algebra	3

Second Semester

Course Code	Course Title	Credit Hours
	Physical Science/Physics Sequence	4
SPC 209	Interpersonal Communications	3
PSY 201	General Psychology	3
CHM 110	College Chemistry I	4
MAT 168	Geometry and Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
RPT 201	Power Plant Fundamentals	4
RPT 202	Fundamental Plant Systems	1
RPT 203	General Employee Training	3
RPT 204	Human Resources and Error Reduction	1
RPT 205	Radiation Detection and Standards	2

Fourth Semester

Course Code	Course Title	Credit Hours
RPT 206	Radiation Monitoring and Exposure Control	4
RPT 207	Contamination Control & Incident Prevention	3
RPT 208	Radiation Protection Internship I	1
RPT 210	SCWE in Radiation Protection Internship I	4

Fifth Semester

Course Code	Course Title	Credit Hours
RPT 212	On Job Training and Task Performance Evaluation Preparation	1
RPT 213	OJT/TPE on Standardized Tasks	6
RPT 216	Radiation Protection Internship II	1
RPT 218	SCWE in Radiation Protection Internship II	4
		Total Credits 66

Note: The Physical Science/Physics Sequence requires students to take PHS 101 and PHS 102, or PHY 201 and PHY 202, or PHY 221 and PHY 222

Program Learning Outcomes

Students will be able to:

1. Develop a working knowledge of the safe operation of a nuclear power plant.
2. Demonstrate an understanding of the purpose and function of the major primary and secondary systems and components in a nuclear power plant.
3. Demonstrate understanding of the basic requirements for nuclear, industrial, and radiological safety and gaining unescorted access to the nuclear facility.
4. Use instrumentation and principles to detect and locate sources of radiation in a nuclear power plant.

Nursing and Patient Care

Nursing, AAS Degree

Patient Care Technician Certificate

Phlebotomy Certificate

Nursing (Associate Degree in Applied Science)

Program Start Date: Fall or Spring term
Minimum Program Length: 74 academic weeks; 5 consecutive terms, day or late afternoons
Curriculum Code: 35208

Program Description

The Associate Degree in Applied Sciences-Nursing (ADN) curriculum prepares individuals to assume responsibilities as direct health care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing. The focus of nursing is on health promotion, maintenance, curative, restorative, supportive, and terminal care to individuals and groups of all ages while taking into consideration the factors that influence them in the total environment.

Practical Experience

Students gain interpersonal, comprehensive critical thinking and technical skills through clinical rotations in affiliated hospitals, clinics, physicians' offices, health care facilities, and lab simulations.

Professional Opportunities

Registered nurses practice in hospitals, clinics, physicians' offices, long term care facilities and community agencies.

Unique Aspects

Weighted admission criteria is used in the selection of students for entry into the ADN program. Students must be able to independently lift 25 lbs. Students must maintain a "C" or higher in all nursing courses in order to progress through the program. Students will be required to demonstrate continuous competency and passing competency exams associated with certain courses within the curriculum prior to being allowed to progress to the next curriculum courses or to graduate from the program. Students who are unsuccessful at passing competency exams after a pre-determined number of attempts will not be allowed to continue in or graduate from the program regardless of previous course grades. Graduates of the ADN program may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN program has a written articulation agreement with USC-Upstate for the purpose of seamless transfer into the Bachelor Degree in Nursing (BSN) program.

Important Information for Incoming Students

Effective August 2009, Biology courses may only be repeated twice (a withdrawal is considered an attempt) within a 7 year period for students pursuing the ADN degree. Effective August 2012, there is a seven (7) year limit on the biology courses within the curriculum.

EEDA Career Cluster:

Health Science

Course Requirements

Credits	Course Title	Course Code
4	Anatomy and Physiology I	BIO 210
4	Anatomy and Physiology II	BIO 211
4	Microbiology	BIO 225
3	Introduction to Computers	CPT 101
3	English Composition I	ENG 101
3	English Composition II	ENG 102

Credits	Course Title	Course Code
3	Math	MAT 110 or MAT 120
2	Pharmacologic Basics in Nursing Practice	NUR 106
2	Basic Health Assessment in Nursing	NUR 138
5	Obstetric, Neonatal, & Women's Health Nursing	NUR 148
6	Nursing Concepts and Clinical Practice I	NUR 165
6	Nursing Concepts and Clinical Practice II	NUR 165
7	Basic Nursing Concepts	NUR 210
4	Nursing Care of Children	NUR 212
4	Mental Health Nursing	NUR 214
1	Advanced Alterations in Health II	NUR 224
1	Principles of Management and Leadership	NUR 270
2	Management and Leadership Practicum	NUR 271
3	General Psychology	PSY 201

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BIO 210	Anatomy and Physiology I	4
MAT	Math Course	3
NUR 106	Pharmacologic Basics in Nursing Practice	2
NUR 120	Basic Nursing Concepts	7
NUR 138	Basic Health Assessment Skills	2

Second Semester

Course Code	Course Title	Credit Hours
BIO 211	Anatomy and Physiology	4
ENG 101	English Composition I	3
NUR 148	Obstetric, Neonatal, & Women's Health Nursing	5
NUR 165	Nursing Concepts and Clinical Practice I	6

Third Semester

Course Code	Course Title	Credit Hours
BIO 225	Microbiology	4
CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3

Fourth Semester

Course Code	Course Title	Credit Hours
NUR 212	Nursing Care of Children	4
NUR 214	Mental Health Nursing	4
NUR 224	Advanced Alterations in Health II	1

Fifth Semester

Course Code	Course Title	Credit Hours
NUR 265	Nursing Concepts and Clinical Practice II	6
NUR 270	Principles of Management and Leadership	1
NUR 271	Management and Leadership Practicum	2
		Total Credits 67

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in psychomotor nursing interventions.
2. Adapt the conceptual framework of the nursing process to client-oriented care.
3. Integrate critical thinking skills into client care.
4. Demonstrate their ability to speak publicly, listen actively, and respond effectively.
5. Demonstrate professional and ethical self-accountability.

Patient Care Technician (Certificate)

Program Start Date: Fall, spring and summer terms
Minimum Program Length: 42 academic weeks; 3 consecutive terms
Curriculum Code: 71225

Program Description

The Patient Care Technician Certificate is a credit program taken in the Academic Affairs area. Students in the Patient Care Technician (PCT) Certificate Program learn special advanced foundational skills such as phlebotomy, glucose monitoring, EKG, urinary catheterization, sterile dressing changes and various specimen collection.

Practical Experience

Students gain interpersonal, comprehensive technical skills through clinical rotations in affiliated hospitals, clinics and other health care facilities.

Professional Opportunities

Patient Care Technicians (PCT) may be employed in hospitals, clinics, rehabilitation centers, assisted living facilities, nursing homes or long term care facilities. The role of the PCT continues to evolve and expand. This profession is a good pathway into nursing or other health care professions. As an unlicensed health care professional, a PCT works under the supervision of physicians and other licensed health care personnel.

Unique Aspects

Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the Patient Care Technician courses which are not eligible for financial aid. By the end of the first semester, students must obtain their nursing assistant certification (CNA) from the state of South Carolina in order to register and progress into the subsequent semesters of the program. Patient Care Technicians have excellent job prospects, and opportunities in the field are expected to increase rapidly over the next several years with the changing client demographics. Patient Care Technicians (PCT) may earn $18,000 - $35,000 annually; depending on the area which he/she goes to work

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
2	Introduction to Health Professions	AHS 101
2	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
1	Cardiopulmonary Resuscitation	AHS 106
2	Clinical Computations	AHS 107
6	Phlebotomy Skills	AHS 143
6	Health Care Procedures II	AHS 152
5	Long-Term Care	AHS 163
5	ECG Applications	AHS 165
3	Fundamentals of Disease	AHS 170

Credits	Course Title	Course Code
1	College Orientation	COL 101

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 101	Introduction to Health Professions	2
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 163	Long Term Care	5
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
AHS 104	Medical Vocabulary/Anatomy	3
AHS 107	Clinical Computations	2
AHS 152	Health Care Procedures II	6
AHS 170	Fundamentals of Disease	3

Third Semester

Course Code	Course Title	Credit Hours
AHS 143	Phlebotomy Skills	6
AHS 165	ECG Applications	5
		Total Credits 37

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe and competent care of the client within the scope of practice.
2. Perform in a competent, professional and ethical manner in carrying out delegated actions.
3. Communicate and interact effectively and appropriately with individuals, families, healthcare professionals, administrators, and others.
4. Distinguish normal versus abnormal values and/or changes in the client's health status across the lifespan.
5. Assess the client's health status and response to actual or potential health problems within the scope of practice.
6. Use patient assessment data to formulate a plan of care that addresses the patient's healthcare needs within scope of practice.

Phlebotomy (Certificate)

Program Start Date: Fall term, day only
Minimum Program Length: 16 academic weeks; 1 term
Curriculum Code: 60918

Program Description

Phlebotomists are responsible for collecting blood for laboratory testing. Phlebotomists assist in the collection, transportation, and basic specimen handling procedures for many types of specimens, such as venous blood, urine, sputum and other body tissues.

Phlebotomy skills are needed by a wide variety of health care professionals, including nurses, physicians, medical assistants, medical laboratory technicians, patient care technicians, and radiologic technologists.

Practical Experience

Students gain technical skills during lab simulations and rotations in affiliated clinical sites..

Unique Aspects

Graduates of the program must be at least 18 years old.k

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
2	Introduction to Health Professions	AHS 101
3	Medical Terminology	AHS 102
1	Basic First Aid	AHS 114
12	Phlebotomy Courses	AHS 144, 146

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 101	Introduction to Health Professions	2
AHS 102	Medical Terminology	3
AHS 114	Basic First Aid	1
AHS 144	Phlebotomy Practicum	5
AHS 146	Phlebotomy Experience	7
		Total Credits 18

Program Learning Outcomes

Students will be able to:

1. Demonstrate proper procedure for the collection and safe handling of biological specimens.
2. Demonstrate appropriate and effective interpersonal and communication skills with patients and healthcare personnel.
3. Demonstrate professional and ethical behavior consistent with current academic and clinical standards.
4. Demonstrate proper performance of point of care testing.

Paramedic and EMT

Emergency Medical Technician Certificate

Paramedic Certificate

Paramedic, AAS Degree

Basic Emergency Medical Technician (Certificate)

Program Start Date: Fall, spring and summer terms
Minimum Program Length: 16 academic weeks; 1 term
Curriculum Code: 61058

Program Description

This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries, IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents. Use of diagnostic equipment, operation of stretchers and ambulances and skills related to pre-hospital emergency care will be covered in lab sessions and in an internship on a 911 ambulance. Graduates of the Emergency Medical Technician program will be eligible to challenge the National Registry of Emergency Medical Technicians' (NREMT) practical and written certification examinations and are immediately employable upon certification.

Practical Experience

Formal classroom learning is combined with practical skills labs and a field internship on a 911 ambulance. Competent graduates are well-prepared to face the challenges and rewards of being an EMT.

Professional Opportunities

EMTs are employed in agencies such as the pre-hospital environment on emergency ambulances, in non-emergent transport services, in hospital emergency rooms, clinics and in other allied health care settings.

Unique Aspects

The EMT certificate is a credit program taken through the Academic Affairs area. Students taking this program may be eligible for Financial Aid, Scholarships and Lottery Tuition Assistance if qualified. Check with the SCC Financial Aid Office (592-4810) to determine eligibility for financial aid while taking this program.

Students interested in ONLY receiving CEUs should contact Corporate and Community Education (CCE) and inquire about EMT certification that does not earn academic credit or qualify for financial aid.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
1	Cardiopulmonary Resuscitation	AHS 106
1	College Orientation	COL 101
4	Emergency Medical Care I	EMS 105

Credits	Course Title	Course Code
4	Emergency Medical Care II	EMS 106

Notes: Graduates must be at least 18 years old. Successful completion of EMS 105 and 106 allows students to take the EMT certification exams

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
HRT 153	Medical vocabulary/Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
COL 101	College Orientation	1
EMS 105	Emergency Medical Care I	4
EMS 106	Emergency Medical Care II	4
		Total Credits 16

Program Learning Outcomes

Students will be able to:

1. Demonstrate foundational EMT medical knowledge of established and evolving emergency medical care.
2. Demonstrate hands-on performance of clinical and technical skills typical of an EMT.
3. Demonstrate a professional and ethical behavior in carrying out responsibilities of EMS and the health professions.
4. Practice professional oral and written communication in a healthcare setting.

Paramedic (Certificate)

Program Start Date: Spring
Minimum Program Length: 58 academic weeks; 4 terms
Curriculum Code: **71231**

Program Description

Students in the Paramedic Certificate program will receive training in advanced pre-hospital medical skills through extensive didactic coursework, psychomotor skills labs and clinical and field experience.

Practical Experience

Students will complete didactic courses as well as clinical rotations in the emergency department, ICU, operating room, trauma center, obstetrics, pediatrics and other areas. Students will complete an internship on a 911 ambulance in an Emergency Medical Services system.

Professional Opportunities

Paramedics can become field supervisors, operations managers, administrative directors, or executive directors of Emergency Medical Services systems. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then further their education to become registered nurses, physician assistants, physicians, or other health care professionals.

Unique Aspects

Program graduates will be eligible to challenge practical and written certification examinations administered by the National Registry of Emergency Medical Technicians upon successful completion of the program.

EEDA Career Cluster:

Health Sciences

Prerequisites:

• Students must have completed 45 hours of college-level anatomy and physiology. This requirement can be satisfied by successfully completing the following courses:

Both AHS 102 and 104
BIO 112
BIO 210 or 211
Similar courses approved by the Dean of Health and Human Services

• Must have documentation of current SC EMT certification
• Exemption credit for EMS 105 and EMS 106 will be awarded with documentation of current SC EMT certification. The SC EMT certification must remain valid the entire program.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL101
5	Introduction to Advanced Care	EMS 150
2	Paramedic Clinical I	EMS 151
5	Advanced Emergency Medical Care I	EMS 230
2	Paramedic Clinical II	EMS 231
2	Paramedic Internship I	EMS 232

3	Paramedic Internship II	EMS 221
5	Advanced Emergency Medical Care II	EMS 240
2	Paramedic Clinical III	EMS 241
2	Emergency Med. Services Operation	EMS 119
4	NREMT Review	EMS 270
4	Paramedic Capstone	EMS 272

Notes: Graduates must be at least 18 years old.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EMS 150	Introduction to Advanced Care	5
EMS 151	Paramedic Clinical I	2

Second Semester

Course Code	Course Title	Credit Hours
EMS 230	Advanced Emergency Medical Care I	5
EMS 231	Paramedic Clinical II	2
EMS 232	Paramedic Internship I	2

Third Semester

Course Code	Course Title	Credit Hours
EMS 221	Paramedic Internship II	3
EMS 240	Advanced Emergency Medical Care II	5
EMS 241	Paramedic Clinical III	2

Fourth Semester

Course Code	Course Title	Credit Hours
EMS 119	Emergency Medical Services Operations	2
EMS 270	NREMT Review	4
EMS 272	Paramedic Capstone	4
		Total Credits 37

Program Learning Outcomes

Upon completion of the Paramedic Program, the graduate will be able to:

1. Apply knowledge and application of established and evolving biomedical and clinical science to patient care.
2. Employ all medical and diagnostic procedures considered essential for the practice of pre-hospital emergency care.
3. Recognize and adapt to the larger context and system of pre-hospital and emergency care.
4. Integrate resources external to pre-hospital and emergency systems to provide optimal health care.
5. Demonstrate professional responsibility and adherence to ethical principles.
6. Practice patient care that is appropriate and compassionate in the treatment of health problems and the promotion of health.
7. Practice professional oral and written communication in a healthcare setting.

Paramedic – General Technology
(Associate Degree in Applied Science)

Program Start Date: Any, but the paramedic courses start in the spring semester
Minimum Program Length: 74 academic weeks; 5 terms
Curriculum Code: 35318

Program Description

Students in the Associate Degree in Applied Science - General Technology - Paramedic program will receive training in advanced prehospital medical skills through extensive didactic coursework, psychomotor skills labs and clinical and field experience.

Practical Experience

Students will complete didactic courses as well as clinical rotations in the emergency department, ICU, operating room, trauma center, obstetrics, pediatrics and other areas. Students will complete an internship on a 911 ambulance in an Emergency Medical Services system.

Professional Opportunities

Paramedics can become field supervisors, operations managers, administrative directors, or executive directors of Emergency Medical Services systems. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then further their education to become registered nurses, physician assistants, physicians, or other health care professionals.

Unique Aspects

Program graduates will be eligible to challenge practical and written certification examinations administered by the National Registry of Emergency Medical Technicians upon successful completion of the program.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL101
3	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
4	Basic Emergency Medical Care I	EMS 105
4	Basic Emergency Medical Care II	EMS 106
5	Introduction to Advanced Care	EMS 150
2	Paramedic Clinical I	EMS 151
5	Advanced Emergency Medical Care I	EMS 230
2	Paramedic Clinical II	EMS 231
2	Paramedic Internship I	EMS 232
3	Paramedic Internship II	EMS 221
5	Advanced Emergency Medical Care II	EMS 240
2	Paramedic Clinical III	EMS 241
2	Emergency Med. Services Operation	EMS 119

Credits	Course Title	Course Code
4	NREMT Review	EMS 270
4	Paramedic Capstone	EMS 272
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Human Relations	PSY 103
3	Public Speaking	SPC 205
3	Humanities	MUS 105, PHI 101, PHI 110, REL 101, REL 105

Note: Graduates must be at least 18 years old.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
AHS 104	Medical Vocabulary/Anatomy	3
COL 101	College Orientation	1
EMS 105	Basic Emergency Medical Care I	4
EMS 106	Basic Emergency Medical Care II	4

Second Semester

Course Code	Course Title	Credit Hours
EMS 150	Introduction to Advanced Care	5
EMS 151	Paramedic Clinical I	2
MAT 155	Contemporary Mathematics	3
ENG 165	Professional Communications	3

Third Semester

Course Code	Course Title	Credit Hours
EMS 230	Advanced Emergency Medical Care	5
EMS 231	Paramedic Clinical II	2
EMS 232	Paramedic Internship I	2
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
EMS 221	Paramedic Internship II	3
EMS 240	Advanced Emergency Medical Care II	5

Course Code	Course Title	Credit Hours
EMS 241	Paramedic Clinical III	2
	Humanities General Education Course	3

Fifth Semester

Course Code	Course Title	Credit Hours
EMS 119	Emergency Medical Services Operations	2
EMS 270	NREMT Review	4
EMS 272	Paramedic Capstone	4
PSY 103	Human Relations	3
		Total Credits 66

Program Learning Outcomes

Upon completion of the Paramedic Program, the graduate will be able to:

1. demonstrate their ability to speak publically, listen actively, and respond effectively
2. apply knowledge and application of established and evolving biomedical and clinical science to patient care.
3. employ all medical and diagnostic procedures considered essential for the practice of pre-hospital emergency care
4. recognize and adapt to the larger context and system of pre-hospital and emergency care
5. integrate resources external to pre-hospital and emergency systems to provide optimal health care
6. demonstrate professional responsibility and adherence to ethical principles
7. practice patient care that is appropriate and compassionate in the treatment of health problems and the promotion of health
8. practice professional oral and written communication in a healthcare setting

Pharmacy Technician

Pharmacy Technician - Certificate

Pharmacy Technician (Certificate)

Program Start Date: Any term
Minimum Program Length: 42 academic weeks; 3 terms full-time/day, 4 terms part-time/evening, clinical may involve evening or weekend hours
Curriculum Code: 71090

Program Description

The Pharmacy Technician Program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home health care, physician office pharmacies and specialized areas of pharmacy. The program provides employers with a competent technician to assist the pharmacist within their scope of practice and to perform necessary unsupervised daily tasks including basic to extensive medication preparation, dosage calculations, compounding, IV admixture, patient information maintenance, inventory and quality control.

Practical Experience

Students in a pharmacy lab and in local pharmacies build proficiency in pharmacy processes and procedures such as procuring, manipulating, and preparing drugs for dispensing.

Professional Opportunities

Pharmacy technicians can obtain employment in retail, hospital, physicians' offices, home health pharmacies, specialty pharmacies, as well as sales and technical support positions for drug manufacturers and software companies.

Unique Aspects

The Pharmacy Technician Program is nationally accredited by the American Society of Health-System Pharmacists. Graduates are eligible to apply for state certification after completing 1,000 work hours as a South Carolina registered pharmacy technician and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation Board of Pharmacy prior to beginning clinical rotations. This involves completing a registration application and paying a $40 fee. The application includes the following two questions:

1. During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?
2. During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against your or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam include the statement "you must have never been convicted of a felony".

Therefore students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that

could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and could not complete the program.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Introduction to Pharmacy	PHM 101
4	Pharmacy Practice	PHM 110
2	Pharmacy Math	PHM 112
3	Therapeutic Agents I	PHM 114
2	Pharmacy Law and Ethics	PHM 103
2	Applied Pharmacy Practice Laboratory	PHM 111
3	Pharmacy Technician Math	PHM 113
3	Therapeutic Agents II	PHM 124
3	Special Topics in Pharmacy	PHM 250
9	Pharmacy Clinical Experience	PHM 151
3	Pharmacy Technician Practicum	PHM 175

Notes: Graduates must be at least 18 years old.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
PHM 101	Introduction to Pharmacy	3
PHM 110	Pharmacy Practice	4
PHM 112	Pharmacy Math	2
PHM 114	Therapeutic Agents I	3

Second Semester

Course Code	Course Title	Credit Hours
PHM 103	Pharmacy Law and Ethics	2
PHM 111	Applied Pharmacy Practice Laboratory 2	2
PHM 113	Pharmacy Technician Math	3
PHM 124	Therapeutic Agents II	3
PHM 250	Special Topics in Pharmacy	3

Third Semester

Course Code	Course Title	Credit Hours
PHM 151	Pharmacy Clinical Experience	9
PHM 175	Pharmacy Technician Practicium	3
		Total Credits 38

Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to process and handle medications and orders in a community pharmacy setting.
2. Demonstrate the ability to process and handle medications and orders in an institutional pharmacy setting.
3. Prepare non-sterile compounds in accordance with USP <795> guidelines.
4. Prepare sterile compounds in accordance with USP <797> guidelines.
5. Employ patient and medication-safety practices in all aspects of the pharmacy technician’s roles.

Pre-Chiropractic

Pre-Chiropractic - Certificate

Pre Chiropractic (Certificate)

Program Start Date: Any term
Minimum Program Length: 32 academic weeks; 2 terms day or evening
Curriculum Code: 71218

Program Description

The certificate in Pre-Chiropractic is designed for advising students whose goal is a doctor of chiropractic degree at Sherman College of Chiropractic.

Professional Opportunities

Upon completion of both the Associate in Science degree (Pre-Chiropractic Advising Track) and the Certificate in Pre-Chiropractic, with an acceptable GPA, students will be eligible to apply to Sherman College of Chiropractic.

Unique Aspects

This certificate contains courses for transfer to many colleges or universities A minimum of C or higher is required in all courses.

EEDA Career Cluster:

Health Sciences

Course Requirements:

Credits	Course Title	Course Code
3	Accounting Principles 1	ACC 101
3	Accounting Principles II	ACC 102
3	Macroeconomics	ECO 210
4	Elementary Spanish I	SPA 101
4	Elementary Spanish II	SPA 102
3	Marketing	MKT 101
3	Entrepreneurship	BUS 110
3	Advertising	MKT 240

Notes: For more information, please contact Dr. Gail Jones at (864) 592-4962 or via email (jonesg@sccsc.edu) or Dr. Berta Hopkins at (864) 592-4262 or via email (hopkinsb@sccsc.edu).

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I	3
SPA 101	Elementary Spanish I	4
ECO 210	Macroeconomics I	3
MKT 101	Marketing	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II	3
SPA 102	Elementary Spanish II	4
BUS 110	Entrepreneurship	3
MKT 240	Advertising	3
		Total Credits 26

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
3. Perform all functions of an accounting cycle by using a double entry accounting system.
4. Create financial statements and schedules in accordance with general accepted accounting principles (GAAP).
5. Summarize the foundation of marketing.
6. Demonstrate speaking and listening skills that are appropriate for non-native speakers of Spanish.
7. Create business-related reports, spreadsheets, databases and presentations using industry software and collaboration tools.

Radiologic Technology

Radiologic Technology, AAS Degree

Radiologic Technology (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 100 academic weeks; 7 consecutive terms, day
Curriculum Code: 35207

Program Description

Radiologic technology students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

Practical Experience

Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals and imaging facilities.

Professional Opportunities

Registered radiographers work in hospitals, clinics and specialized physicians' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computed tomography, magnetic resonance imaging and interventional radiology.

Unique Aspects

Graduates are eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiologic Technology Program is accredited by:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
e-mail: mail@jrcert.org

EEDA Career Cluster

Health Science

Pre-requisites

- One unit HS biology or chemistry or equivalent

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Medical Terminology	AHS 102
3	Introduction to Computers	CPT 101
3	English Composition I	ENG 101
3	Speech	SPC 205
3	Humanities General Education Course	ENG 102, REL 101 or 201, HIS 101 or 102, HIS 104 or 105, PHI 101 or 110
3	Social/Behavioral Sciences General Education Course	PSY 201, 203, 212
3	Mathematics General Education Course	MAT 110, 111, 130

Credits	Course Title	Course Code
67	Radiography Courses	RAD 102, 105, 110, 115, 121, 130, 136, 153, 176, 201, 205, 225, 230, 256, 268, 278, 282, 283

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AHS 102	Medical Terminology	3
	Mathematics General Education Course	3
ENG 101	English Composition I	3
CPT 101	Introduction to Computers	3
SPC 205	Public Speaking	3

Second Semester (This must be a Fall semester)

Course Code	Course Title	Credit Hours
RAD 102	Patient Care Procedures	2
RAD 105	Radiographic Anatomy	4
RAD 110	Radiographic Imaging I	3
RAD 130	Radiographic Procedures I	3
RAD 153	Applied Radiography I	3

Third Semester

Course Code	Course Title	Credit Hours
RAD 115	Radiographic Imaging II	3
RAD 136	Radiographic Procedures II	3
RAD 176	Applied Radiography III	6
RAD 201	Radiation Biology	2

Fourth Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Sciences General Education Course	3
RAD 230	Radiographic Procedures III	3
RAD 256	Advanced Radiography I	6

Fifth Semester

Course Code	Course Title	Credit Hours
RAD 121	Radiographic Physics	4
RAD 268	Advanced Radiography II	8
RAD 283	Imaging Practicum	3

Sixth Semester

Course Code	Course Title	Credit Hours
	Humanities General Education Course	3
RAD 205	Radiographic Pathology	2
RAD 278	Advanced Radiography III	8
RAD 282	Imaging Practicum	2

Seventh Semester

Course Code	Course Title	Credit Hours
RAD 225	Selected Radiographic Topics	2
		Total Credits 89

Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate interpersonal skills for effective communication with patients and healthcare personnel.
2. Identify and problem-solve situational variants to provide excellent standards of patient care.
3. Demonstrate proficiency in the program-related entry-level skills.
4. Demonstrate professional and ethical behavior expected in the workplace.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Respiratory Care

Respiratory Care, AAS Degree

Respiratory Care

Associate Degree in Applied Science
Program Start Date: Fall term
Minimum Program Length: 100 academic weeks; 7 terms, day
Curriculum Code: **35215**

Program Description

The respiratory therapist is one of the most critical members of any health care team. Respiratory therapists work closely with doctors to diagnose, treat, manage and educate patients with asthma, emphysema and a wide range of other respiratory problems. Respiratory care students learn to assess a patient's need for respiratory care, administer the therapy, evaluate the patient's response and modify the care to provide the maximum benefit to the patient.

Practical Experience

Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated health care agencies.

Professional Opportunities

Registered respiratory therapists work in hospitals providing therapy, intensive care units managing ventilators, in emergency rooms delivering life-saving treatments, in newborn and pediatric units helping children with conditions ranging from premature birth to cystic fibrosis, in patients' homes providing regular check-ups, in sleep laboratories helping diagnose disorders such as sleep apnea, in skilled nursing facilities and pulmonary rehabilitation programs helping older people get more out of life and in physicians' offices conducting pulmonary function tests and providing patient education.

Unique Aspects

Graduates are eligible to apply to take the national certification and the registry examinations to become certified and registered respiratory therapists. Graduates must first successfully complete the entry-level certification exam before they can take the registry exams.

Important Information for Incoming Students

Students interested in the Respiratory Care program must submit a complete application packet in the spring of each year to be considered for acceptance to respiratory specific courses which start in the fall. Admission to the Respiratory Care program is competitive and should the number of applicants exceed the number allowed in the fall, admissions will be based on a “Selective Admission Ranking” which is included in the application packet. It is likely that some students will be placed on a wait list, while others will be advised to consider another curriculum or reapply for a future semester.

RES courses are offered in the day only on the main campus of SCC. Clinicals may be scheduled in Cherokee, Rutherford, Spartanburg and Union Counties. Clinicals start at 6:45 a.m. Students should not work more than 20 hours/week when clinicals start and should have a backup system in place for daycare and transportation before the semester begins.

EEDA Career Cluster:

Health Sciences

Prerequisites:

• One unit high school biology or chemistry or equivalent

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101
4	Basic Anatomy and Physiology	BIO 112
3	English Composition I	ENG 101
3	Humanities	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, HSS 101, PHI 101, PHI 110, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212
3	Mathematics	MAT 120, MAT 130, MAT 140, MAT 141, MAT 168, MAT 240
3	Social/Behavioral Sciences	PSY 201, PSY 203, PSY 212, PSY 214
4	Health Related Sciences	AHS 111
4	Anatomy and Physiology for Resp. Care	AHS 124
2	Pathophysiology	RES 111
4	Respiratory Skills I	RES 121
3	Cardiopulmonary Physiology	RES 123
4	Respiratory Skills II	RES 131
3	Respiratory Skills III	RES 141
5	Clinical Applications I	RES 151
3	Clinical Applications II	RES 152
3	Neonatal/Pediatric Care	RES 204
2	Respiratory Therapeutics	RES 232
1	Respiratory Care Transition	RES 241
1	Adv. Respiratory Care Transition	RES 242
4	Advanced Respiratory Skills	RES 244
2	Advanced Respiratory Skills II	RES 245
2	Respiratory Pharmacology	RES 246
2	Advanced Respiratory Pharmacology	RES 247
5	Clinical Practice II	RES 255
5	Advanced Clinical Practice	RES 275
5	Advanced Clinical Practice II	RES 277

Note: The minimum grade point average for admission into the program is 2.5

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
BIO 112	Basic Anatomy and Physiology	4

Course Code	Course Title	Credit Hours
ENG 101	English Composition	3
	Mathematics General Education Course	3
	Social/Behavioral Sciences General Education Course3	3

Second Semester

Course Code	Course Title	Credit Hours
AHS 124	Anatomy and Physiology for Respiratory Care	4
	Humanities/Fine Arts General Education Course	3
RES 121	Respiratory Skills I	4
RES 246	Respiratory Pharmacology	2

Third Semester

Course Code	Course Title	Credit Hours
AHS 111	Health Related Issues	4
RES 111	Pathophysiology	2
RES 131	Respiratory Skills II	4
RES 151	Clinical Applications I	5

Fourth Semester

Course Code	Course Title	Credit Hours
RES 141	Respiratory Skills III	3
RES 152	Clinical Applications II	3
RES 247	Advanced Respiratory Pharmacology	2

Fifth Semester

Course Code	Course Title	Credit Hours
RES 204	Neonatal/Pediatric Care	3
RES 244	Advanced Respiratory Skills I	4
RES 255	Clinical Practice	5

Sixth Semester

Course Code	Course Title	Credit Hours
RES 123	Cardiopulmonary Physiology	3
RES 245	Advanced Respiratory Skills II	2
RES 275	Advanced Clinical Practice	5

Seventh Semester

Course Code	Course Title	Credit Hours
RES 232	Respiratory Therapeutics	2

Course Code	Course Title	Credit Hours
RES 241	Respiratory Care Transition	1
RES 242	Advanced Respiratory Care Transition	1
RES 277	Advanced Clinical Practice II	5
		Total Credits 81

Program Learning Outcomes:

Students will be able to:

1. Successfully complete all self-assessment board preparation exams as they progress through the program
2. Demonstrate the ability to speak publically, listen actively, and respond effectively
3. Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs)
4. Demonstrate knowledge and skills needed to successfully pass NBRC entry level exam (CRT).
5. Apply medical ethics and law specific to the practice of respiratory care

Surgical Technology

Surgical Technology Diploma

Surgical Technology Diploma

Program Start Date: Fall term
Minimum Program Length: 58 academic weeks; 4 consecutive terms day
Curriculum Code: 15211

Program Description

Surgical technology students learn to facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon. They also maintain aseptic technique and sterile conditions prior to and during surgery to minimize the risk of infection to the patient.

Practical Experience

Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals, ambulatory surgical centers, and physicians' offices during the second and third terms.

Professional Opportunities

Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, physicians' offices, veterinary hospitals, medical sales, organ, and tissue procurement teams.

Unique Aspects

Graduates will fulfill the eligibility requirement to take the National Surgical Technology Certifying Exam through the National Board of Surgical Technology and Surgical Assisting to become a certified surgical technologist. Students must be a graduate of a CAAHEP accredited program to take the exam.

EEDA Career Cluster

Health Sciences

Prerequisites

- One unit high school biology or chemistry or equivalent & Construction

Course Requirements

Credits	Course Title	Course Code
3	Medical Vocabulary/Anatomy	AHS 104
1	College Orientation	COL 101
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Human Relations	PSY 103
5	Introduction to Surgical Technology	SUR 101
5	Applied Surgical Technology	SUR 102
2	Advanced Surgical Procedures	SUR 106
3	Surgical Specialty Procedures	SUR 107
3	Surgical Anatomy I	SUR 108
3	Surgical Anatomy II	SUR 109
4	Surgical Practicum I	SUR 112
7	Surgical Specialty Practicum	SUR 114
3	Basic Surgical Procedures	SUR 116

Credits	Course Title	Course Code
2	Surgical Seminar	SUR 120

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 104	Medical Vocabulary/Anatomy	3
COL 101	College Orientation	1
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

Second Semester

Course Code	Course Title	Credit Hours
SUR 101	Introduction to Surgical Technology	5
SUR 102	Applied Surgical Technology	5
SUR 108	Surgical Anatomy I	3

Third Semester

Course Code	Course Title	Credit Hours
SUR 106	Advanced Surgical Procedures	2
SUR 109	Surgical Anatomy II	3
SUR 112	Surgical Practicum I	4
SUR 116	Basic Surgical Procedures	3

Fourth Semester

Course Code	Course Title	Credit Hours
SUR 107	Surgical Specialty Procedures	3
SUR 114	Surgical Specialty Practicum	7
SUR 120	Surgical Seminar	2
		Total Credits 50

Program Learning Outcomes

Students will be able to:

1. Apply knowledge of Anatomy and Physiology, Microbiology, Pharmacology, and Medical Terminology within the surgical environment.

2. Facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon.
3. Demonstrate professional responsibility in performance, attitude, and personal conduct.
4. Find errors in aseptic technique and unsafe sterile conditions in an effort to minimize the risk of infection to the surgical patient.

Therapeutic Massage

Therapeutic Massage, AAS Degree

Therapeutic Massage – General Technology (Associate Degree in Applied Science)

Program Start Date: Fall Term
Minimum Program Length: 64 academic weeks; 4 terms
Curriculum Code: 35318

Program Description

The Therapeutic Massage Associate Degree in Applied Science – General Technology Program offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skills with an emphasis on personal and professional development, along with increased self-awareness and sensitivity.

Therapeutic Massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The health care provider applies manual techniques, and may apply adjunctive therapies, with the intention of positively affective the health and well-being of the client. Graduates enjoy the benefits of being of service to others and having work that is meaningful.

Professional Opportunities

There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care/healing centers, or private practice.

Unique Aspects

Upon graduation from the program, students are eligible to apply to take the National Certification Board for Therapeutic Massage and Body Work or the Federation of State Massage Therapy Boards exam. After passing the national certification exam, students may then apply to the South Carolina Department of Labor, Licensing and regulation board of Massage/Body Work Therapy for state licensing to practice in South Carolina or will need to meet state licensure requirements if practicing in another state.

Practical Experience

During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an on-campus clinic during regular evening/weekend class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day; therefore, a student who works during the day will need to make special arrangements with their supervisors to complete the required 14 clinic hours per week in addition to evening/weekend classes. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

EEDA Career Cluster

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	Accounting Principles	ACC 101
3	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
3	Entrepreneurship	BUS 110
3	Professional Communications	ENG 165
3	Introduction to Computers	CPT 101
3	Contemporary Mathematics	MAT 155
3	Marketing	MKT 101
4	Introduction to Massage	MTH 120
4	Principles of Massage I	MTH 121
4	Principles of Massage II	MTH 122
3	Massage Clinic	MTH 123
3	Massage Business Application	MTH 124
4	Massage Externship	MTH 125
2	Pathology for Massage Therapy	MTH 126
3	General Psychology	PSY 201
3	Public Speaking	SPC 205
3	Humanities	MUS 105, PHI 101, PHI 110, REL 101, REL 105

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
AHS 104	Medical Vocabulary/Anatomy I	3
COL 101	College Orientation	1
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4

Second Semester

Course Code	Course Title	Credit Hours
MTH 136	Kinesiology for Massage Therapy	2
MTH 122	Principles of Massage II	4
MTH 123	Massage Clinical	3
MTH 126	Pathology for Massage Therapy	2
MKT 101	Marketing	3

Third Semester

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
MTH 124	Massage Business Application	3
MTH 125	Massage Externship	4
BUS 110	Entrepreneurship	3

Fourth Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3
	Humanities General Education Course	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
ACC 101	Accounting Principles	3
		Total Credit Hours 60

Program Learning Outcomes:

Upon completion of the program, students will be able to:

1. Demonstrate their ability to speak publicly, listen actively, and respond effectively.
2. Assess clients' needs utilizing interview skills.
3. Identify common indications and contraindications for Therapeutic and Swedish massage.
4. Assess and adapt their clients' needs during a massage.
5. Demonstrate critical thinking skills in interviewing and determining an appropriate treatment plan for a client.

University Transfer

Associate in Arts, AA Degree

Associate in Science, AS Degree

Associate in Arts (University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 64 academic weeks; 4 terms day or online, 6 terms evening
Curriculum Code: 45600

Program Description

The associate in arts degree is designed for students whose goal is a four-year degree. The AA (associate in arts) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities

The associate in arts degree requirements parallel the courses completed during the first two years of a bachelor's degree in fields such as education, English, foreign language, history, journalism, business administration, business education, international studies, political science, geography, psychology, recreation, sociology, physical education, speech, fine arts and social work.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal. Students may earn an associate in arts degree completely online.

Requirements for Associate in Arts (AA)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course

EEDA Career Cluster:

All 16 career clusters may apply.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Speech	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205

Credits	Course Title	Course Code
3	Mathematics General Education Course	MAT 110, 111, 120, 130, 140, 141, 240, 242
4	Lab Science General Education Course	AST 101, 102, BIO 101, 102, 210, 211, 225, CHM 110, 111, 211, 212, PHY 201, 202, 221, 222
21	Social Sciences, Behavioral Sciences, Humanities, or Fine Arts	ANT 101, ART 101, ECO 210, ECO 211, ENG 201, 202, 205, 206, 208, 209, FRE 101, 102, 201, 202, GER 101, 102, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, MUS 105, PHI 101, 110, PSC 201, 215, PSY 201, 203, 212, SPA 101, 102, 201, 202, SOC 101, 102, 205, THE 101
16-22	Elective Credits	ACC 101, 102, ANT 101, ART 101, 107, 108, 111, 112, ARV 110, 217, 227, 261 ASL 101, 102, 201, 202, AST101, 102, BIO 101, 102, 110, 112, 210, 211, 215, 216, 225, 238, 240, CGC 101, 110, CHM 105, 110,111, 211, 212, CPT 101, 168, 185, 206, CRJ 101, ECO 210, 211, EDU 230, ENG 110, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, 260, 265, 299, EGR 269, 270, EVT 201, 261, FRE 101, 102, 201, 202, GEO 101, 102, GER 101, 102, 201, 202, HIS 101, 102, 104, 105, 112, 115, 201, 202, HSS 101, 111, 205, 299, HUS 101, IDS 101, 104, 207, ITP 201, MAT 110, 111, 120, 130, 132, 140, 141, 211, 212, 215, 220, 240, 242, MUS 105, PHI 101, 110, PHS 101, 102, PHY 201, 202, 221, 222, PSC 102, 201, 206, 215, 220, PSY 103, 201, 203, 212, 214, REL 101, 104, 105, 201, SOC 101, 102, 205, SPA 101, 102, 105, 201, 202, 205, 206, 213, 290, 299, SPC 208, 209, 212, 225, 280, 285, 299, THE 101, 105, 220, 225

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
	Mathematics General Education Course	3
COL 101	College Skills	1
	Social/Behavior Sciences General Education Course	3
	Elective	3-4
	Elective*	1-4*

Second Semester

Course Code	Course Title	Credit Hours
ENG 102	English Composition II	3
	Humanities/Fine Arts General Education Course	3
	Elective	3-4
	Elective	3-4
	Social Sciences, Behavioral Sciences, Humanities or Fine Arts	3

Third Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Social Sciences, Behavioral Sciences, Humanities of Fine Arts	3
	Social Sciences, Behavioral Sciences, Humanities of Fine Arts	3
	Elective	3
	Lab Science General Education Course	4

Fourth Semester

Course Code	Course Title	Credit Hours
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Elective	3-4
		Total Credit Range 60-66

* Students must select courses that total 60-66 credits. This elective may be required to meet the minimum credit requirements of the program

Advising Tracks

See the SCC Website (www.sccsc.edu) for more information on the following advising tracks. Students who intend to follow these advising tracks should request a specific advisor and meet with their advisor for a more detailed listing of course options.

American Sign Language

Business

Digital Design

Early Childhood Education

Elementary Education

Information Management Systems

Middle Grades Education

Secondary Education

Special Needs Education

Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Demonstrate their ability to speak publically, listen actively, and respond effectively.
3. Apply quantitative and qualitative reasoning to solve problems.
4. Demonstrate their ability to explain social phenomena and behaviors using fundamental social and behavioral concepts, theories, and methods of analysis.
5. Identify and apply general knowledge concepts in the biological and/or physical sciences.
6. Apply critical and analytical methodologies of the Humanities and/or Fine Arts related to significant issues, cultural phenomena, texts, and/or artistic works.

Associate in Science (University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 64 academic weeks; 4 terms day or online, 6 terms evening
Curriculum Code: 55600

Program Description

The associate in science degree is designed for students whose goal is a four-year degree. The AS (associate in science) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities

The associate in science degree requirements parallel the courses completed during the first two years of a bachelor's degree in fields such as biology, chemistry, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics, and computer science.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal.

Requirements for Associate in Science (AA)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster:

All 16 career clusters may apply.

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Speech	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, GER 102, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
23	Mathematics and/or Lab Sciences	AST 101, 102, BIO 101, 102, 210, 211, 225, CHM 110, 111, 211, 212,

Credits	Course Title	Course Code
		MAT 110, 111, 120, 130, 140, 141, 240, 242, PHY 201, 202, 221, 222
6	Social Sciences, Behavioral Sciences, Humanities, or Fine Arts	ANT 101, ART 101, ECO 210, 211, ENG 201, 202, 205, 206, 208, 209, FRE 101, 102, 201, 202, GER 101, 102, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, MUS 105, PHI 101, 110, PSC 201, 215, PSY 201, 203, 212, SPA 101, 102, 201, 202, SOC 101, 102, 205, THE 101
15-21	Elective Credits	ACC 101, 102, ANT 101, ART 101, 107, 108, 111, 112, ARV 110, 217, 227, 261 ASL 101, 102, 201, 202, AST 101, 102, BIO 101, 102, 110, 112, 210, 211, 215, 216, 225, 238, 240, CGC 101, 110, CHM 105, 110,111, 211, 212, CPT 101, 168, 185, 206, CRJ 101, ECO 210, 211, EDU 230, ENG 110, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, 260, 265, 299, EGR 269, 270, EVT 201, 261, FRE 101, 102, 201, 202, GEO 101, 102, GER 101, 102, 201, 202, HIS 101, 102, 104, 105, 112, 115, 201, 202, HSS 101, 111, 205, 299, HUS 101, IDS 101, 104, 207, ITP 201, MAT 110, 111, 120, 130, 132, 140, 141, 211, 212, 215, 220, 240, 242, MUS 105, PHI 101, 110, PHS 101, 102, PHY 201, 202, 221, 222, PSC 102, 201, 206, 215, 220, PSY 103, 201, 203, 212, 214, REL 101, 104, 105, 201, SOC 101, 102, 205, SPA 101, 102, 105, 201, 202, 205, 206, 213, 290, 299, SPC 208, 209, 212, 225, 280, 285, 299, THE 101, 105, 220, 225

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
	Mathematics General Education Course	3-4
COL 101	College Skills	1
	Social/Behavior Sciences General Education Course	3
	Lab Science General Education Course	3

Second Semester

Course Code	Course Title	Credit Hours
ENG 102	English Composition II	3
	Humanities/Fine Arts General Education Course	3-4
	Mathematics/Lab Science	4
	Elective	3
	Social Sciences, Behavioral Sciences, Humanities or Fine Arts	3-4

Third Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Social Sciences, Behavioral Sciences, Humanities of Fine Arts	3
	Mathematics/Lab Science	4
	Mathematics/Lab Science	4
	Elective	3-4

Fourth Semester

Course Code	Course Title	Credit Hours
	Mathematics/Lab Science	4
	Elective	3
	Elective	3-4
	Elective	3-4
	Elective	3-4
		Total Credit Range 60-66

Students must select courses that total 60-66 credits

Advising Tracks

See the SCC Website (www.sccsc.edu) for more information on the following advising tracks. Students who intend to follow these advising tracks should request a specific advisor and meet with their advisor for a more detailed listing of course options.

Computer Science

Middle Grades Education

Pre-Chiropractic

Pre-Engineering

Secondary Education

Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Demonstrate their ability to speak publically, listen actively, and respond effectively.
3. Apply quantitative and qualitative reasoning to solve problems.
4. Demonstrate their ability to explain social phenomena and behaviors using fundamental social and behavioral concepts, theories, and methods of analysis.
5. Identify and apply general knowledge concepts in the biological and/or physical sciences.
6. Apply critical and analytical methodologies of the Humanities and/or Fine Arts related to significant issues, cultural phenomena, texts, and/or artistic works.

Welding

Welding Certificate

Welding Diploma

Welding, AAS Degree

Welding (Certificate)

Program Start Date: Any Term
Minimum Program Length: 42 academic weeks; 3 terms evening
Curriculum Code: **70319**

Program Description

Welding students acquire skills in safety and gas, electric arc, MIG and TIG welding.

Practical Experience

Students gain experience in cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree-General Technology with a major in Welding.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
4	Gas & Arc Welding	WLD 106
4	Arc Welding II	WLD 113
4	Arc Welding III	WLD 115
4	Specialized Arc Welding	WLD 117
4	Inert Gas Welding/Ferrous	WLD 132
2	Advanced Inert Gas Welding	WLD 136
3	Advanced Pipe Welding	WLD 208
2	Destructive Testing	WLD 212

Semester Display

First Semester

Course Code	Course Title	Credit Hours
WLD 106	Gas & Arc Welding	4
WLD 113	Arc Welding II	4
WLD 212	Destructive Testing	2

Second Semester

Course Code	Course Title	Credit Hours
WLD 115	Arc Welding III	4

Course Code	Course Title	Credit Hours
WLD 117	Specialized Arc Welding	4
WLD 136	Advanced Inert Gas Welding	2

Third Semester

Course Code	Course Title	Credit Hours
WLD 132	Inert Gas Welding/Ferrous	4
WLD 208	Advanced Pipe Welding	3
		Total Credits 27

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.

Welding (Diploma)

Program Start Date: Any Term
Minimum Program Length: 42 academic weeks; 3 terms day
Curriculum Code: **15308**

Program Description

Welding students acquire skills in safety and gas, electric arc, MIG and TIG welding.

Practical Experience

Students gain experience in cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Unique Aspects

Courses from this diploma will apply towards an Associate in Applied Science Degree General Technology with a primary specialty in Welding.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Basic Economics	ECO 201
1	Print Reading I	WLD 103
1	Print Reading II	WLD 105
4	Gas & Arc Welding	WLD 106
4	Arc Welding II	WLD 113
4	Arc Welding III	WLD 115
4	Specialized Arc Welding	WLD 117
4	Inert Gas Welding/Ferrous	WLD 132
2	Advanced Inert Gas Welding	WLD 136
4	Pipe Fitting & Welding	WLD 154
3	Advanced Pipe Welding	WLD 208
2	Destructive Testing	WLD 212

Semester Display

First Semester

Course Code	Course Title	Credit Hours
WLD 103	Print Reading I	1
WLD 105	Print Reading II	1
WLD 106	Gas & Arc Welding	4
WLD 113	Arc Welding II	4
ECO 201	Basic Economics	3

Second Semester

Course Code	Course Title	Credit Hours
WLD 115	Arc Welding III	4
WLD 117	Specialized Arc Welding	4
WLD 154	Pipe Fitting & Welding	4
MAT 155	Contemporary Mathematics	3
ENG 165	Professional Communications	3

Third Semester

Course Code	Course Title	Credit Hours
WLD 132	Inert Gas Welding/Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2
		Total Credits 42

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.
4. Interpret basic blueprints and specifications in the welding and pipefitting field.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Welding - General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day
Curriculum Code: **35318**

Program Description

Students will complete a primary technical specialty in Welding and a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Unique Aspects

Students must be a graduate of a welding technology certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Basic Economics	ECO 201
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101, THE 105.
3	Algebra, Geometry, & Trigonometry	MAT 170
1	College Orientation	COL 101
1	Print Reading I	WLD 103
1	Print Reading II	WLD 105
4	Gas & Arc Welding	WLD 106
4	Arc Welding II	WLD 113

Credits	Course Title	Course Code
4	Arc Welding III	WLD 115
4	Specialized Arc Welding	WLD 117
4	Inert Gas Welding/Ferrous	WLD 132
2	Advanced Inert Gas Welding	WLD 136
4	Pipe Fitting & Welding	WLD 154
3	Advanced Pipe Welding	WLD 208
2	Destructive Testing	WLD 212
12	Secondary Technical Specialties	MTT 111, MTT 112, EGT 104 ACR 101, ACR 106, ACR 125

Semester Display

First Semester

Course Code	Course Title	Credit Hours
WLD 103	Print Reading I	1
WLD 105	Print Reading II	1
WLD 106	Gas & Arc Welding	4
WLD 113	Arc Welding II	4
ECO 201	Basic Economics	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
WLD 115	Arc Welding III	4
WLD 117	Specialized Arc Welding	4
WLD 154	Pipe Fitting & Welding	4
MAT 155	Contemporary Mathematics	3

Third Semester

Course Code	Course Title	Credit Hours
WLD 132	Inert Gas Welding/Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 170	Algebra, Geometry, & Trigonometry	3

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
	Secondary Technical Specialty	4
	Secondary Technical Specialty	4

Fifth Semester

Course Code	Course Title	Credit Hours
	Secondary Technical Specialty	4
	Humanities/Fine Arts General Education Course	3
		Total Credits 61

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.
4. Interpret basic blueprints and specifications in the welding and pipefitting field.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Course Descriptions

Explanation of Terms Used in Course Descriptions

Course Listings:

Descriptions of all courses in this catalog are arranged alphabetically and numerically. Not all courses are available every term. The College announces the course offerings available each semester on the SCC website at www.sccsc.edu in a search for classes' online feature. The College reserves the right to withdraw any course with insufficient enrollment. This information is also available on the SCC website: www.sccsc.edu

Course Number:

Each course in this catalog is identified with a six character identifier. The first three characters are alphabetic and the last three are numeric. The South Carolina Technical College System requires that courses in every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses.

Course Title:

The official title of the course as specified in the Catalog of Approved Courses.

Class-Lab-Credit:

The credits assigned to each course are determined by the combination of class and lab hours assigned to that course. Class and lab hours represent the number of weekly meeting hours during the College's customary semesters (fall and spring). One class hour equals one credit hour; three lab hours equal one credit hour; five cooperative work experience hours equals one credit hour.

Example:

AST 101 - 1 SOLAR SYSTEM ASTRONOMY (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included.

Prerequisite(s): MAT 102 with a C or better.

Class - Lab - Credit: this course is comprised of 3 class (lecture) hours and 3 lab hours. The course is a total of 4 credit hours.

Course Descriptions:

The official state description of the course. In a few cases, the College has added to the state description to provide students more information about the course as taught at Spartanburg Community College.

Prerequisites:

Prerequisites are limitations the College places on who may enroll in the course. In most cases, prerequisites are courses taught at the College; check the course description for the minimum grade requirement. Some prerequisites specify "approval" or "permission," which means permission from the instructor, department chair or division dean. Courses which include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior

experience. In some cases, the prerequisites may include prior high school credit. In all cases where high school credit is listed as a prerequisite, the College provides one or more courses that enable the student to meet the prerequisite. Transitional and non-degree prerequisites can often be waived based on a student's score on the placement exams administered during the College's admission process. Please see your advisor for more information.

Co-requisites:

These are courses that are generally taken during the same semester.

College Courses Transferable to Public Institutions:

Technical college courses identified as transferable to public institutions are listed in Appendix A: Statewide Articulation Agreement: Technical College Courses Transferable to Senior Institutions. Other courses may transfer, but students should verify` transferability of the course with their college of choice prior to enrolling in the course. For more information click here for Appendix A. Also visit South Carolina Transfer and Articulation Center website at www.SCTRAC.org.

Course Descriptions

ACC 101 - ACCOUNTING PRINCIPLES I (3-0-3)

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.
Prerequisite(s): ENG 032, MAT 032, RDG 032

ACC 102 - ACCOUNTING PRINCIPLES II (3-0-3)

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Additional financial topics covered will include capital investment analysis, performance management and evaluation, decision analysis, and target costing.
Prerequisite(s): ACC 101 with a minimum grade of "C."

ACC 111 - ACCOUNTING CONCEPTS (3-0-3)

This course is a study of the principles of the basic accounting functions--collecting, recording, analyzing, and reporting information.
Prerequisite(s): ENG 032, MAT 032, RDG 032

ACC 124 - INDIVIDUAL TAX PROCEDURES (3-0-3)

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prerequisite(s): ACC 101 or ACC 111

ACC 150 - PAYROLL ACCOUNTING (3-0-3)

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 201 - INTERMEDIATE ACCOUNTING I (3-0-3)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.
Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 202 - INTERMEDIATE ACCOUNTING II (3-0-3)

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.
Prerequisite(s): ACC 201 with a minimum grade of "C."

ACC 224 - BUSINESS TAXATION (3-0-3)

This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and Limited Liability Company. Some form preparation is required.
Prerequisites: ACC 124

ACC 230 - COST ACCOUNTING I (3-0-3)

This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.
Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 246 - INTEGRATED ACCOUNTING SOFTWARE (3-0-3)

This course includes the use of pre-designed integrated accounting software for accounting problems.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 260 - AUDITING (3-0-3)

This course is a study of the procedures for conducting audits and investigations of various enterprises.
Prerequisites: ACC 201 and ACC 230

ACC 265 - NOT-FOR-PROFIT ACCOUNTING (3-0-3)

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.
Prerequisite: ACC 102 with a minimum grade of "C."

ACC 275 - SELECTED TOPICS IN ACCOUNTING (3-0-3)

This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.
Prerequisite(s): ACC 201 and ACC 230

ACC 291 - CERTIFIED BOOKKEEPER REVIEW (3-0-3)

This course is designed to help students prepare for the Certified Bookkeeper Exam.
Prerequisites: ACC 150 and ACC 102

ACR 101 - FUNDAMENTALS OF REFRIGERATION (3-6-5)

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 106 - BASIC ELECTRICITY FOR HVAC/R (3-3-4)

This course includes a basic study of electricity, including Ohm’s Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 - HEATING FUNDAMENTALS (3-3-4)

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.
Prerequisite(s): ACR 106, ACR

ACR 120 - BASIC AIR CONDITIONING (3-3-4)

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.
Prerequisite(s): ACR 101

ACR 125 - FUNDAMENTALS OF HVAC (3-3-4)

This is a survey course which covers basic concepts related to heating, ventilation, and air conditioning and/or refrigeration.

ACR 130 - DOMESTIC REFRIGERATION (3-3-4)

This course is a study of domestic refrigeration equipment.
Prerequisite(s): ACR 101

ACR 140 - AUTOMATIC CONTROLS (2-3-3)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.
Prerequisite(s): ACR 106

ACR 175 EPA 608 CERTIFICATION PREPARATION (1-0-1)

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 - HEAT PUMPS (3-3-4)

This course is a study of theory and operational principles of the heat pump.
Prerequisite(s): ACR 120, ACR 140

ACR 221 - RESIDENTIAL LOAD CALCULATIONS (2-0-2)

This course is a study of heat losses/gains in residential structures.
Prerequisite(s): ACR 125

ACR 224 - CODES AND ORDINANCES (2-0-2)

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 240 - ADVANCED AUTOMATIC CONTROLS (2-3-3)

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): ACR 140

AET 111 - ARCHITECTURAL COMPUTER GRAPHICS I (2-3-3)

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
Prerequisite or Co-requisite(s): EGT 151

AET 221 - ARCHITECTURAL COMPUTER GRAPHICS II (3-3-4)

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.
Prerequisite(s): AET 111

AET 235 - ARCHITECTURAL 3-D RENDERING (2-3-3)

Topics in this course include three-d rendering of residential and commercial buildings, walk-through animations, animated site plans and advanced graphics topics and their relationship to illustration of code compliance and project planning.
Prerequisite – Take EGT-151 and AET-111 minimum grade of “C”.

AHS 101 - INTRODUCTION TO HEALTH PROFESSIONS (2-0-2)

This course provides a study of the health professions and the health care industry.

AHS 102 - MEDICAL TERMINOLOGY (3-0-3)

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.
Prerequisite(s): ENG 032 and RDG 032 or equivalent.

AHS 104 - MEDICAL VOCABULARY/ANATOMY (3-0-3)

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.
Prerequisite(s): ENG 032 and RDG 032 or equivalent.

AHS 105 - MEDICAL ETHICS AND LAW (2-0-2)

This course provides a study of ethical conduct and legal responsibility related to health care.
Prerequisites: ENG 032 and RDG 032

AHS 106 - CARDIOPULMONARY RESUSCITATION (1-0-1)

This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 107 - CLINICAL COMPUTATIONS (2-0-2)

This course is a study of the principles and applications of computations used in the clinical setting.
Prerequisite(s): AHS 101

AHS 111 - HEALTH RELATED ISSUES (4-0-4)

This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care
Prerequisite(s): Successful completion of prior Respiratory Care Program requirements.

AHS 113 - HEAD AND NECK ANATOMY (0-3-1)

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

AHS 114 - BASIC FIRST AID (1-0-1)

This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.

AHS 121 - BASIC PHARMACOLOGY (2-0-2)

This course covers the nature of drugs, their actions in the body and side effects.
Prerequisite(s): AHS 102, AHS 104, AOT 180, HIM 102

AHS 124 - ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE (3-3-4)

This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.
Prerequisite(s): Admission into the Respiratory Care Program.

AHS 143 - PHLEBOTOMY SKILLS I (4-6-6)

This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AHS 144 - PHLEBOTOMY PRACTICUM I (3-6-5)

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.
Prerequisite(s): ENG 032 and RDG 032 or equivalent and approval of the department chair.

AHS 146 - PHLEBOTOMY EXPERIENCE (7-0-7.0)

This course includes comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures.
Prerequisite(s): ENG 032 and RDG 032 or equivalent and approval of the department chair.

AHS 152 - HEALTH CARE PROCEDURES II (5-3-6)

This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.
Prerequisite: In order to enroll in AHS 152 the student must have completed AHS 163 OR show current CNA Certification which must be maintained throughout the program.
Prerequisite(s): AHS 163, AHS 106 (or current AHA CPR certification)
Co-requisite: AHS 102

AHS 155 - SPECIAL TOPICS IN HEALTH CARE (3-0-3)

This course emphasizes specialized job-related education in health care.
Prerequisite(s) or Co-requisite(s): AOT 252 with a minimum grade of "C."

AHS 163 - LONG-TERM CARE (2-9-5)

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.
Prerequisite: Admission into the Patient Care Technician Program.
Co-requisites: AHS 101 and AHS 106

AHS 165 ECG APPLICATIONS (5-0-5)

This course provides ECG/cardiac monitoring students practice in various clinical settings.
Prerequisite(s): Completion of prior program requirements.

AHS 170 - FUNDAMENTALS OF DISEASE (3-0-3)

This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.
Prerequisite(s): AHS 102 with a minimum grade of "C."

AHS 177 - CARDIAC MONITORING APPLICATIONS (4-0-4)

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance.
Prerequisite: Take AHS-102 and HUC-110 and HUC-120 with a minimum grade of "C".
Co-requisite: AHS 179

AHS 179 - CARDIAC MONITORING PRACTICUM (0-12-4)

This course provides a comprehensive cardiac monitoring experience in a clinical setting. This is a practicum experience designed to enhance student performance as a health unit coordinator. Students will also observe monitored patients for any type of cardiac involvement.
Prerequisite(s): AHS 102, AHS 170, HUC 110, HUC 120 with a minimum grade of "C"
Co-requisite(s): AHS 165

AMT 101 - AUTOMATED MANUFACTURING OVERVIEW (2-0-2)

This course is a survey of automated manufacturing concepts.

AMT 105 - ROBOTICS AND AUTOMATED CONTROL I (2-3-3)

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

AMT 106 - MANUFACTURING WORKPLACE SKILLS (3-0-3)

This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

AMT 110 - SURVEY OF MANUFACTURING PROCESSES (3-0-3)

This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

AMT 205 - ROBOTICS AND AUTOMATED CONTROL II (1-6-3)

This course covers installation, testing, troubleshooting, and repairing of automated systems.
Prerequisite(s): AMT 105

AMT 206 - ELECTRICITY AND AUTOMATION (0-6-2)

This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes
Prerequisite: EEM 252

AMT 209 - AUTOMATION NETWORKS (3-0-3)

This course provides a study and implementation of the Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

AMT 211 - AUTOMATION NETWORKS (3-0-3)

This course provides a study and implementation of the DeviceNet transmission protocol in automation networks. It includes PLC interfacing to DeviceNet cabling and DeviceNet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

AMT 220 - CONCEPTS OF LEAN MANUFCTURING (3-0-3)

This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR, and TQM.

ANT 101 - INTRODUCTION TO ANTHROPOLOGY (3-0-3)

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.
Prerequisites: ENG 100 and RDG 100

AOT 100 - INTRODUCTION TO KEYBOARDING (3-0-3)

This is an introductory course in touch keyboarding. Non-degree credit
Prerequisite(s): None

AOT 105 - KEYBOARDING (3-0-3)

This course focuses on the mastery of touch keyboarding.

AOT 133 - PROFESSIONAL DEVELOPMENT (3-0-3)

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.
Prerequisite(s): ENG 032, RDG 100 with a minimum grade of “C.”

AOT 134 - OFFICE COMMUNICATIONS (3-0-3)

This course is a study of grammar, punctuation, and written communication skills for the office environment.
Prerequisites: ENG 100 and RDG 100

AOT 141 - OFFICE PROCEDURES I (3-0-3)

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.
Prerequisite(s): RDG 100 and ENG 100

AOT 142 - ADVANCED OFFICE PROCEDURES II (3-0-3)

This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment.
Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of “C.”

AOT 144 - LEGAL OFFICE PROCEDURES (3-0-3)

This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.
Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of "C" or better.

AOT 164 - MEDICAL INFORMATION PROCESSING (3-0-3)

This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.
Prerequisite(s): AHS 102, AOT141
Co-requisite(s): HIM 105, MED 109

AOT 180 - CUSTOMER SERVICE (3-0-3)

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.
Prerequisite(s): ENG100, RDG100

AOT 213 - LEGAL DOCUMENT PRODUCTION (3-0-3)

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.
Prerequisite(s): CPT 101, AOT 141, BUS 121 with a minimum grade of “C.

AOT 214 - SOFTWARE APPLICATIONS FOR THE LAW OFFICE (3-0-3)

This course includes an introduction to software applications commonly used in a legal environment.

AOT 252 - MEDICAL SYSTEMS AND PROCEDURES (3-0-3)

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.
Prerequisite(s): AHS 102, AOT 164, HIM 105, MED 109 with a minimum grade of “C.”
Co-requisite(s): HIM 140

AOT 253 - LEGAL SYSTEMS AND PROCEDURES (3-0-3)

This course emphasizes development of proficiency in integrating knowledge and skills performed in legal offices.
Prerequisite(s): AOT 144 and AOT 213 with a minimum grade of “C.”
Co-requisite(s): AOT 133, CPT 172, CPT 174, CPT 179 with minimum grade of “C.”

AOT 254 - OFFICE SIMULATION (3-0-3)

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.
Prerequisite(s): AOT 142 with a minimum grade of “C.”
Co-requisite(s): AOT 133 and CPT 270 with a minimum grade of “C.”

AOT 270 - SCWE IN ADMINISTRATIVE OFFICE (0-15-3)

This course integrates office skills within an approved work site related to administrative office technology.
Prerequisite(s): HIM 140 and AOT 252 with a minimum grade of “C”.
Co-requisite(s): HIM 141

AOT 275 - SELECTED TOPICS IN ADMINISTRATIVE OFFICE (3-0-3)

This course provides an advanced in-depth review of selected topics in administrative office including conflict resolution for both workers and clients, coordinating small events, creating agendas, and taking minutes. Content will incorporate the use of case studies and problem solving.
Prerequisite(s): AOT 254 with a minimum grade of “C”
Co-requisite(s): CWE 123

ART 101 - ART HISTORY AND APPRECIATION (3-0-3)

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

ART 107 - HISTORY OF EARLY WESTERN ART (3-0-3)

This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment which produced them.
Prerequisite(s): ENG 100 ad RDG 100 (with a minimum grade of C)

ART 108 - HISTORY OF WESTERN ART (3-0-3)

This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.
Prerequisite(s): ENG 100 and RDG 100 (with a minimum grade of C)

ART 111 - BASIC DRAWING I (3-0-3)

This course provides an introduction to the materials and the basic techniques of drawing.
Prerequisite(s): ENG 032, MAT 032, and RDG 100

ART 112 - BASIC DRAWING II (3-0-3)

This course covers a study of the materials and basic techniques of drawing, continuing from the foundation laid in ART-111.
Prerequisite: ART 111

ART 208 - ART SINCE 1945 (3-0-3)

This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works, and the forces that have shaped them.
Prerequisite: ART 101 with a minimum grade of C

ARV 110 - COMPUTER GRAPHICS I (2-3-3)

This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.
Prerequisite: CGC 110 with a minimum grade of "C."

ARV 121 - DESIGN (2-3-3)

This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.
Prerequisite(s): ENG 032, MAT 032, RDG 032

ARV 162 - GRAPHIC REPRODUCTION I (2-3-3)

This course is a study of the principles and practices used in print preparation and print reproduction.
Prerequisite(s): CGC 101 and CGC 110 with a minimum grade of "C."

ARV 163 - GRAPHIC REPRODUCTION II (2-3-3)

This course covers the development of the practices and skills used in print preparation and print reproduction.
Prerequisite(s): ARV 110, ARV 217 and ARV 162 with a grade of C or above.

ARV 217 - COMPUTER IMAGERY (2-3-3)

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field using Adobe Photoshop.
Prerequisite: CGC 110 with a minimum grade of "C."

ARV 227 - WEB SITE DESIGN I (2-3-3)

This course is an introduction to the production of an interactive world wide web site.
Prerequisite or co-requisite: CPT 101 with a minimum grade of "C."

ARV 228 - WEB SITE DESIGN II (3-0-3)

This course covers a study of advanced web site design techniques culminating in an interactive web site.
Prerequisite: ARV 227 with a grade of "C" or better.

ARV 261 - ADVERTISING DESIGN I (3-0-3)

This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.
Prerequisite: ARV 110 and ARV 217 with a minimum grade of "C."

ARV 264 - SPECIAL PROJECT IN GRAPHIC ART (2-3-3)

This course includes an advanced project as assigned from conception to final production.
Prerequisite: ARV 163 with a minimum grade of "C."

ASL 101 - AMERICAN SIGN LANGUAGE I (4-0-4)

This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill development.
Prerequisite: ENG 032 with a minimum grade of “C”.

ASL 102- AMERICAN SIGN LANGUAGE II (4-0-4)

This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 101

ASL 201 - AMERICAN SIGN LANGUAGE III (3-0-3)

This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 102

ASL 202 - AMERICAN SIGN LANGUAGE IV (3-0-3)

This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.
Prerequisite(s): ASL 201

ASL 210 - ASL LINGUISTIC STRUCTURE (3-0-3)

This course provides a study of the structure and grammar of American Sign Language (ASL), including the study of phonemes, morphemes, syntax, and semantics. Other topics covered include the relationship between ASL, spoken and other signed languages and historical change in ASL.
Prerequisite(s): ASL 102 or program director approval

AST 101 - SOLAR SYSTEM ASTRONOMY (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course.
Prerequisite(s): MAT 102 with a C or better.

AST 102 - STELLAR ASTRONOMY (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course.
Prerequisite(s): AST 101 with a C or better.

AUT 100 - INTRODUCTION TO AUTOMOTIVE HAZARDOUS MATERIALS (0-3-1)

This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.
Prerequisite(s): AUT 132 or AUT 133

AUT 107 - ADVANCED ENGINE REPAIR (3-3-4)

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.
Prerequisite(s): AUT 132 or AUT 133

AUT 111 - BRAKES (2-3-3)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.
Prerequisite(s): AUT 132 or AUT 133

AUT 112 - BRAKE SYSTEMS (1-9-4)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.
Prerequisite(s): AUT 132 or AUT 133

AUT 115 - MANUAL DRIVE TRAIN/AXLE (2-3-3)

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.
Prerequisite(s): AUT 132 or AUT 133

AUT 132 - AUTOMOTIVE ELECTRICITY (3-3-4)

This course is a study of electricity as used in automotive applications. This course includes dc and ac principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.
Co-requisite(s): AUT 160

AUT 133 - ELECTRICAL FUNDAMENTALS (1-6-3)

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.
Prerequisite(s): AUT 132 or AUT 160

AUT 135 - IGNITION SYSTEMS (3-0-3)

This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment.
Prerequisite(s): AUT 132 or AUT 133

AUT 142 - HEATING AND AIR CONDITIONING (2-3-3)

This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating, and air conditioning systems.
Prerequisite(s): AUT 132 or AUT 133

AUT 143 - ACTIVE DEVICES AND SENSORS (2-6-4)

This course covers the basic operation of electronic devices and sensors, including basic circuits, applications, and diagnosis.
Prerequisite(s): AUT 132 or AUT 133

AUT 145 - ENGINE PERFORMANCE (3-0-3)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.
Prerequisite(s): AUT 132 or AUT 133

AUT 156 - AUTOMOTIVE DIAGNOSIS AND REPAIR (2-6-4)

This is a basic course for general diagnostic procedures and minor repairs.
Prerequisite(s): AUT 132 or AUT 133

AUT 160 - INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (1-0-1)

This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.
Prerequisite(s): department chair approval
Co-requisite(s): AUT 132 or AUT 133

AUT 165 - ENVIRONMENTAL MANAGEMENT (3-0-3)

This course covers all areas of environmental management as it applies to automotive repair facilities. Areas to be covered include proper containment and disposal of automotive waste such as oil, anti-freeze, batteries, filters and other contaminants. Minimization of waste production in automotive servicing facilities will be stressed as well as familiarization with current federal and state compliance regulations. Students will survey automotive repair facilities for compliance.
Prerequisites: AUT 132 or AUT 160

AUT 221 - SUSPENSION AND STEERING DIAGNOSIS (2-3-3)

This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment.
Prerequisite(s): AUT 132 or AUT 133

AUT 222 - FOUR WHEEL ALIGNMENT (1-3-2)

This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment.
Prerequisite: AUT 132 or AUT 160

AUT 231 - AUTOMOTIVE ELECTRONICS (4-0-4)

This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment.
Prerequisite(s): AUT 132 or AUT 133

AUT 232 - AUTOMOTIVE ACCESSORIES (2-0-2)

This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios, and clocks.
Prerequisite(s): AUT 132 or AUT 133

AUT 245 - ADVANCED ENGINE PERFORMANCE (4-3-5)

This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.
Prerequisite(s): AUT 132 or AUT 133

AUT 251 - AUTOMATIC TRANSMISSION OVERHAUL (4-3-5)

This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.
Prerequisite(s): AUT 132 or AUT 133

AUT 262 - ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR (0-12-4)

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.
Prerequisite(s): AUT 132 or AUT 133

AUT 275 - ALTERNATE TECHNOLOGY VEHICLES (3-0-3)

This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.
Prerequisite(s): AUT 132 or AUT 133

BAF 101 - PERSONAL FINANCE (3-0-3)

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.
Prerequisites: MAT 032, ENG 032, RDG 032

BAF 260 - FINANCIAL MANAGEMENT (3-0-3)

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital.
Prerequisite(s): ACC 101with a minimum grade of "C."

BIO 100 - INTRODUCTORY BIOLOGY (3-3-4)

This is a course in general biology designed to introduce principles of biology. A minimum grade of “C” is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): RDG 100
Co-requisite(s): MAT 101 or MAT 152

BIO 101 - BIOLOGICAL SCIENCE I (3-3-4)

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prerequisite(s): ENG 100 and (MAT 101 or MAT 152), and RDG 100 with a minimum grade of “C” in all courses.

BIO 102 - BIOLOGICAL SCIENCE II (3-3-4)

This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (Particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prerequisite(s): BIO 101 with a minimum grade of "C" or better.

BIO 105 - PRINCIPLES OF BIOLOGY (3-3-4)

This is an introductory biology course, unifying biology concepts and principles at all levels.
Prerequisite(s): ENG 100 and (MAT 101 or MAT 152), RDG 100, and high school biology (or BIO 100) or high school chemistry with a minimum grade of “C” in all courses.

BIO 110 - GENERAL ANATOMY AND PHYSIOLOGY (2-3-3)

This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.
Prerequisite(s): ENG 100, MAT 101 or MAT 152, RDG 100, high school biology (or BIO 100) or high school chemistry (or CHM 100) with a minimum grade of "C" in all courses. This course is for massage therapy students.

BIO 112 - BASIC ANATOMY AND PHYSIOLOGY (3-3-4)

This course is a basic integrated study of the structure and function of the human body.
Prerequisite(s): ENG 100, MAT 101 or MAT 152, RDG 100 and one of any high school chemistry or CHM 100 or BIO 100 with a minimum grade of "C" in all courses.

BIO 210 - ANATOMY AND PHYSIOLOGY I (3-3-4)

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.
Prerequisite (s): MAT 101 or MAT 152, ENG 100, and RDG 100 with a minimum grade of “C" or better in all courses.

BIO 211 - ANATOMY AND PHYSIOLOGY II (3-3-4)

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.
Prerequisite: BIO 210 with a grade of "C" or better.

BIO 215 - HUMAN ANATOMY (3-3-4)

This course is a study of the structure of the human body in relation to normal and pathologic states.
Prerequisite (s): BIO 101 or BIO 112 with a "C" or better.

BIO 216 - HUMAN PHYSIOLOGY (3-3-4)

This course is a study of human physiological processes in relation to homeostasis.
Co-requisite(s): BIO 215 with a grade of "C "or better.

BIO 225 - MICROBIOLOGY (3-3-4)

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.
Prerequisite: BIO 101 or BIO 210 or BIO 216 with a grade of "C" or better.

BIO 238 - MUSCULOSKELETAL SYSTEM ANATOMY (2-3-3)

This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervation, and action.
Prerequisite(s): BIO 110 with a grade of "C" or higher, or successful completion of prior program requirements. Admission into the Therapeutic Massage Program.

BIO 240 - NUTRITION (3-0-3)

This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.
Prerequisite(s): MAT 101, ENG 100, and RDG 100 with a minimum grade of "C" in all courses.

BKP 112 - INTRODUCTION TO BAKING SCIENCE (0-3-1)

This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners, and pastry ingredients that affect the outcomes of their finished baked goods.
Prerequisite(s): None

BKP 119 - INTRODUCTION TO BAKING AND PASTRY (0-9-3)

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.
Prerequisite (s): BKP 112, MAT 032, RDG 032

BUS 110 - ENTREPRENEURSHIP (3-0-3)

This course is an introduction to the process of starting a small business, including forms of ownership and management.
Prerequisites: ENG 032, MAT 032, and RDG 032 with a minimum grade of “C”.

BUS 121 - BUSINESS LAW I (3-0-3)

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.
Prerequisite(s): MGT 201

BUS 136 - COMPENSATION AND BENEFITS ANALYSIS (3-0-3)

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.
Prerequisite(s): MGT 201

BUS 210 - INTRODUCTION TO E-COMMERCE BUSINESS (3-0-3)

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.
Prerequisite(s): ENG 032, MAT 032, RDG 032

BUS 220 - BUSINESS ETHICS (3-0-3)

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

PREREQUISITES: ENG 032, MAT 032, RDG 032

BUS 268 - SPECIAL PROJECTS IN BUSINESS (3-0-3)
This course includes research, reporting, and special activities for successful employment in the business world.
Prerequisite(s): ACC 102, CPT 178

CGC 101 - INTRODUCTION TO GRAPHICS TECHNIQUES (2-3-3)

This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.
Prerequisite(s): ENG 032, MAT 032, RDG 100
Co-requisite(s): CGC 110

CGC 110 - ELECTRONIC PUBLISHING (2-3-3)

This is an introductory course to the fundamentals of electronic publishing.
Prerequisite(s): ENG 032, MAT 032, RDG 100
Co-requisite(s): CGC 101

CGC 115 - DIGITAL PHOTOGRAPHY (3-0-3)

This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include: information on types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.
Prerequisites: ENG 032, MAT 032, RDG 100

CHM 100 - INTRODUCTORY CHEMISTRY (3-3-4)

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s) :(MAT 101 or MAT 152) and RDG 032

CHM 105 - GENERAL, ORGANIC AND BIOCHEMISTRY (3-3-4)
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.
Prerequisite(s): MAT 101, RDG 100, ENG 100, CHM 100 or CHM 110 or PHS 101 with a minimum grade of "C" in all courses.

CHM 110 - COLLEGE CHEMISTRY I (3-3-4)

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prerequisite(s): ENG 032, MAT 110 with a minimum grade of "C."

CHM 111 - COLLEGE CHEMISTRY II (3-3-4)

(For students continuing in chemistry) this course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.
Prerequisite(s): CHM 110 with a grade of "C" or better.

CHM 211 - ORGANIC CHEMISTRY I (3-3-4)

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.
Prerequisite(s): CHM 105 or CHM 111 with a grade of "C" or better.

CHM 212 - ORGANIC CHEMISTRY II (3-3-4)

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.
Prerequisite(s): CHM 211 with a grade of "C" or better.

COL 101 - COLLEGE ORIENTATION (1-0-1)

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group academic advising and registration activities.

COL 103 - COLLEGE SKILLS (3-0-3)

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group and individual academic advising and registration activities.

CPT 101 - INTRODUCTION TO COMPUTERS (3-0-3)

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.
Prerequisite(s): ENG 032, MAT 032, RDG 032
Transfer credit not accepted if older than five (5) years.

CPT 118 - PROFESSIONAL PRACTICES IN INFORMATION TECHNOLOGY (3-0-3)

This course emphasizes the interpersonal and technical skills required of entry-level IT professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.
Prerequisite: CPT 101 with a minimum grade of "C."

CPT 168 - PROGRAMMING LOGIC AND DESIGN (3-0-3)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 172 - MICROCOMPUTER DATA BASE (3-0-3)

This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining, and modifying data bases.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 174 - MICROCOMPUTER SPREADSHEETS (3-0-3)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 176 - MICROCOMPUTER OPERATING SYSTEMS (3-0-3)

This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 178 - SOFTWARE APPLICATIONS (3-0-3)

Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 179 - MICROCOMPUTER WORD PROCESSING (3-0-3)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 185 - EVENT-DRIVEN PROGRAMMING (3-0-3)

This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows.
Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 202 - SQL PROGRAMMING I (3-0-3)

This course is an introduction to the writing of basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from database.
Prerequisite: CPT 242 with a minimum grade of "C."

CPT 206 - ADVANCED EVENT-DRIVEN PROGRAMMING (3-0-3)

This course is a study of advanced techniques for programming with an event-driven language.
Prerequisite(s): CPT 185 with a minimum grade of "C."

CPT 242 - DATABASE (3-0-3)

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 244 - DATA STRUCTURES (3-0-3)

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.
Prerequisite(s): CPT 242 with a minimum grade of "C."

CPT 264 - SYSTEMS AND PROCEDURES (3-0-3)

This course covers the techniques of system analysis, design, development, and implementation.
Prerequisite: CPT 101 with a minimum grade of "C."

CPT 270 - ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3)

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.
Prerequisite(s): CPT 172, CPT 174, CPT 179 with a minimum grade of "C."

CPT 272 - ADVANCED MICROCOMPUTER DATA BASE (3-0-3)

This course emphasizes accessing data bases using advanced concepts in microcomputer data base application software. Techniques include SQL, application generators, and data base programming to generate various applications.
Prerequisite: CPT 252 with a minimum grade of “C”.

CPT 275 - COMPUTER TECHNOLOGY SENIOR PROJECT (3-0-3)

This course includes the design, development, testing, and implementation of an instructor approved project.
Prerequisites: CPT 202 and CPT 206 with a minimum grade of C.

CPT 285 - PC HARDWARE CONCEPTS (3-0-3)

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 290 - MICROCOMPUTER MULTIMEDIA CONCEPTS AND APPLICATIONS (3-0-3)

This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development, and creation of multimedia presentations.
Prerequisite(s): CGC 101, CPT 170 or CPT 101 with a minimum grade of "C."

CRJ 101 - INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.
Pre-Requisites: ENG 100 AND RDG 100

CUL 101 - PRINCIPLES OF FOOD PRODUCTION I (0-9-3)

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.
Prerequisite(s): MAT 032, RDG 032

CUL 102 - PRINCIPLES OF FOOD PRODUCTION II (0-9-3)

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.
Prerequisite(s): CUL 101

CUL 103 - NUTRITION (2-3-3)

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.
Prerequisite(s): MAT 032, RDG 032

CUL 104 - INTRODUCTION TO CULINARY ARTS (0-9-3)

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.
Prerequisite(s): ENG 032, RDG 032

CUL 115 - QUANTITY FOOD PREPARATION (0-15-5)

This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course.
Prerequisite(s): CUL 102 and ENG 100, RDG 100

CUL 122 - ADVANCED CULINARY SKILLS (0-6-2)

This course applies advanced cooking techniques and theories in a production setting. Emphasis is placed on individual as well as team production. This course also includes menu development and execution, basic costing and buffet management.
Prerequisite(s): CUL 115 with a minimum grade of “C” or permission of director.

CUL 129 - STOREROOM AND PURCHASING (0-9-3)

This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prerequisite(s): ENG 032, MAT 032, RDG 032

CUL 135 - INTRODUCTION TO DINING ROOM SERVICE (2-3-3)

This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.
Prerequisite(s): ENG 032, MAT 032, RDG 032

CUL 155 - SANITATION (2-3-3)

This course is a study of local, state, and national regulations governing sanitary food handling practices.
Prerequisite(s): RDG 032

CUL 235 - MENU PLANNING (2-3-3)

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.
Prerequisite: CUL 102 with a minimum grade of C.

CUL 236 - RESTAURANT CAPSTONE (1-6-3)

This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis and expedite food from the kitchen to the dining room.
Prerequisite(s): Permission of Program Director

CUL 299 - SPECIAL TOPICS IN CULINARY STUDIES (1-6-3)

This course will focus on a special topics in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.
Prerequisite: CUL 102 with a minimum grade of “C”

All CWE courses require permission of instructor or department chair.

CWE 112 - COOPERATIVE WORK EXPERIENCE I (0-10-2)

This course includes cooperative work experience in an approved setting.

CWE 113 - COOPERATIVE WORK EXPERIENCE I (0-15-3)

This course includes cooperative work experience in an approved setting.

CWE 114 - COOPERATIVE WORK EXPERIENCE I (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 123 - COOPERATIVE WORK EXPERIENCE II (0-15-3)

This course includes cooperative work experience in an approved setting.

CWE 124 - COOPERATIVE WORK EXPERIENCE II (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 131 - COOPERATIVE WORK EXPERIENCE III (0-5-1)

This course includes cooperative work experience in an approved setting.

CWE 132 - COOPERATIVE WORK EXPERIENCE III (0-10-2)

This course includes cooperative work experience in an approved setting.

CWE 134 - COOPERATIVE WORK EXPERIENCE III (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 214 - COOPERATIVE WORK EXPERIENCE IV (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 224 - COOPERATIVE WORK EXPERIENCE V (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 232 - COOPERATIVE WORK EXPERIENCE VI (0-10-2)

This course includes cooperative work experience in an approved setting.

DAT 110 - DENTAL TERMINOLOGY (3-0-3)

This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.
Prerequisite(s): ENG 032 and RDG 032 or equivalent.

DAT 113 - DENTAL MATERIALS (3-3-4)
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 115 - ETHICS AND PROFESSIONALISM (0-3-1)

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 118 - DENTAL MORPHOLOGY (2-0-2)

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 121 - DENTAL HEALTH EDUCATION (2-0-2)

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 122 - DENTAL OFFICE MANAGEMENT (2-0-2)

This course provides a study of the business aspect of a dental office.
Prerequisite(s): Successful completion of prior program requirements.

DAT 123 - ORAL MEDICINE/ORAL BIOLOGY (3-0-3)

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.
Prerequisite(s): Successful completion of prior program requirements.

DAT 124 - EXPANDED FUNCTIONS/SPECIALTIES (0-3-1)

This course offers practice in performing the expanded clinical procedures designated by the South Carolina state board of dentistry for dental assistants.
Prerequisite(s): Successful completion of prior program requirements.

DAT 127 - DENTAL RADIOGRAPHY (3-3-4)

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prerequisite(s): Successful completion of prior program requirements.

DAT 154 - CLINICAL PROCEDURES I (2-6-4)

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 164 - CLINICAL PROCEDURES II (0-12-4)

This course introduces the instruments and chairside procedures of the dental specialties.
Prerequisite(s): Successful completion of prior program requirements.

DAT 177 - DENTAL OFFICE EXPERIENCE (0-21-7)

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
Prerequisite(s): Successful completion of prior program requirements.

DHM - 105 DIESEL ENGINES I (3-0-3)

This course covers the basic study of diesel engine design and operating principles.

ECD 101 - INTRODUCTION TO EARLY CHILDHOOD (3-0-3)

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.
Prerequisite(s): Admission into the Early Care & Education Program or a TEACH Scholarship.

ECD 102 - GROWTH AND DEVELOPMENT I (3-0-3)

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Prerequisite(s): ENG 032, MAT 032, and RDG 032 with a “C” or better; Criminal background investigation (CBI), health form, student portfolio information

ECD 105 - GUIDANCE-CLASSROOM MANAGEMENT (3-0-3)

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.
Prerequisites: ENG 032 and RDG 032 with a “C” or better.

ECD 107 - EXCEPTIONAL CHILD (3-0-3)

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.
Prerequisite(s): Admission into the Early Care & Education Program, and ENG 032 and RDG 032 with a “C” or better.

ECD 108 - FAMILY AND COMMUNITY RELATIONS (3-0-3)

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.
Prerequisite(s): ECD 101

ECD 109 - ADMINISTRATION AND SUPERVISION (3-0-3)

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.
Prerequisite(s): ECD 101

ECD 131 - LANGUAGE ARTS (2-3-3)

This course is a study of methods and materials in age- appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.
Prerequisites: ENG 032 and RDG 032 with a “C” or better.

ECD 132 - CREATIVE EXPERIENCES (2-3-3)

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.
Prerequisite(s): ENG 032 and RDG 032 with a “C” or better.

ECD 133 - SCIENCE AND MATH CONCEPTS (2-3-3)

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a “C” or better.

ECD 135 - HEALTH, SAFETY AND NUTRITION (2-3-3)

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.
Prerequisite(s): Take ENG-032, RDG-032 and ECD-101 with a "C" or better.

ECD 200 - CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3)

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.
Prerequisite(s): ECD 101, ECD 102

ECD 201 - PRINCIPLES OF ETHICS AND LEADERSHIP IN EARLY CARE AND EDUCATION (3-0-3)

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.
Prerequisite(s): ECD 101

ECD 203 - GROWTH AND DEVELOPMENT II (3-0-3)

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.
Prerequisite(s): ENG 032 and RDG 032 with a "C" or better

ECD 205 - SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (3-0-3)

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.
Prerequisite(s): ENG 032 and RDG 032 with a "C" or better

ECD 207 - INFANTS AND TODDLERS WITH SPECIAL NEEDS (3-0-3)

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.
Prerequisite(s): ENG 032 and RDG 032 with a "C" or better

ECD 237 - METHODS AND MATERIALS (3-0-3)

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of a student portfolio; ECE Department Chair approval required.
Co-requisite(s): ECD 243

ECD 243 - SUPERVISED FIELD EXPERIENCE I (1-6-3)

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133,ECD 135, ECD 203 and completion of a student portfolio; ECE Department Chair approval required.
Co-requisite(s): ECD 237

ECD 251 - SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (1-6-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.
Prerequisite(s): Take ECD-101, ECD-102, ECD-205 and ECD-207 with a minimum grade of "C".
ECE Department Chair approval required.

ECD 257 - SUPERVISED FIELD EXPERIENCES IN EARLY CHILDHOOD SPECIAL EDUCATION (0-9-3)

This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed.
Prerequisite(s): ECD 101, ECD 102, ECD 203, ECD 207, PSY 214, and completion of a student portfolio.
ECE Department Chair approval required.

ECD 260 - METHODS OF TEACHING SPECIAL NEEDS STUDENTS (3-0-3)

This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECO 201 - BASIC ECONOMICS (3-0-3)

This course is a study of micro- and macro-economic concepts and selected economic problems.
Prerequisites: Take ENG 032, RDG 032, and MAT 032 wall with a minimum grade of “C”

ECO 210 - MACROECONOMICS (3-0-3)

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prerequisites: ENG 032 and RDG 032 with a “C” or better

ECO 211 - MICROECONOMICS (3-0-3)

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prerequisite(s): ENG 032, MAT 032, RDG 032

EDU 230 - SCHOOLS IN COMMUNITIES (4-0-4)

This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.
Prerequisite(s): ENG 100, RDG 100 with a minimum grade of "C."

EEM 105 - BASIC ELECTRICITY (1-3-2)

This course is a survey of basic electrical principles, circuits, and measurements.

EEM 107 - INDUSTRIAL COMPUTER TECHNIQUES (2-0-2)

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 109 - NCCER CORE CURRICULUM (3-0-3)

This is an introductory craft skills course that teaches basic safety, rigging, communication and employability skills. An introduction to hand tools, power tools, blueprints and craft skills math is included.

EEM 117 - AC/DC CIRCUITS I (2-6-4)

This course is a study of direct and alternating theory, Ohm’s Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 - AC/DC CIRCUITS II (2-6-4)

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.
Prerequisite(s): EEM 117

EEM 121 - ELECTRICAL MEASUREMENTS (3-0-3)

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

EEM 123 - SCHEMATICS ANALYSIS (3-0-3)

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.
Prerequisite(s): EEM 117

EEM 145 - CONTROL CIRCUITS (3-0-3)

This course covers the principles and applications of component circuits and methods of motor control.
Prerequisite(s): EEM 117

EEM 151 - MOTOR CONTROLS I (2-6-4)

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.
Co-requisite(s): EEM 117

EEM 152 - MOTOR CONTROLS II (2-6-4)

This course is a continuation of the study of motor controls, including additional techniques and control devices.
Prerequisite(s): EEM 151

EEM 162 - INTRODUCTION TO PROCESS CONTROL (3-0-3)

This course is an introduction to control systems theory and process control characteristics.

EEM 200 - SEMICONDUCTOR DEVICES

This course is a study of solid state devices such as; FETs, Op Amps and the thyristor family.

EEM 201 - ELECTRONIC DEVICES I (2-3-3)

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.
Prerequisite(s): EEM 117

EEM 202 - ELECTRONIC DEVICES II (2-3-3)

This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.
Prerequisite(s): EEM 201

EEM 211 - AC MACHINES (2-3-3)

This course is a study of application, operation, and construction of AC machines.
Co-requisite(s): EEM 117

EEM 221 - DC/AC DRIVES (2-3-3)

This course covers the principles of operation and application of DC drives and AC drives.
Prerequisite(s): EEM 117, 201, 211

EEM 230 - DIGITAL ELECTRONICS

This course is a study of logic, mathematics, components and circuits utilized in digital equipment.

EEM 231 - DIGITAL CIRCUITS I (2-3-3)

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.
Prerequisite(s): EEM 117 or permission

EEM 240 - BASIC MICROPROCESSORS (3-3-4)

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.
Prerequisite(s): EEM 231

EEM 250 - PROGRAMMABLE LOGIC CONTROLLERS

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered.

EEM 251 - PROGRAMMABLE CONTROLLERS (3-0-3)

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prerequisite: EEM 151

EEM 252 - PROGRAMMABLE CONTROLLERS APPLICATIONS (2-3-3)

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.
Prerequisite(s): EEM 251

EEM 275 - TECHNICAL TROUBLESHOOTING (3-0-3)

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.
Prerequisite(s): EEM 201

EEM 276 - APPLIED TROUBLESHOOTING (1-6-3)

This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.
Co-requisite(s): EEM 202

EET 111 - DC CIRCUITS (3-3-4)

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): ENG 100, MAT 102, RDG 100
Co-requisite(s): MAT 110

EET 112 - AC CIRCUITS (3-3-4)

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments.
Prerequisite(s): EET 111
Co-requisite(s): MAT 110

EET 113 - ELECTRICAL CIRCUITS I (4-0-4)

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 - ACTIVE DEVICES (3-3-4)

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.
Prerequisite(s): EET 112

EET 141 - ELECTRONIC CIRCUITS (3-3-4)

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prerequisite(s): EET 131

EET 145 - DIGITAL CIRCUITS (3-3-4)

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.
Prerequisite(s): ENG 100, MAT 102 or MAT 153, RDG 100
Co-requisite(s): MAT 110

EET 221 - BROADBAND COMMUNICATIONS SYSTEMS (2-3-3)

This course is a study of the silicon solutions that provide the cost-effective delivery of high speed, high bandwidth, broadband digital transmission of voice, video, and data to and throughout the home and within businesses via the existing communications infrastructure.
Prerequisite: EET 145

EET 231 - INDUSTRIAL ELECTRONICS (3-3-4)

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.
Prerequisite(s): EET 141

EET 235 - PROGRAMMABLE CONTROLLERS (2-3-3)

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.
Prerequisite(s): EET 112

EET 236 - PLC SYSTEMS PROGRAMMING (2-3-3)

This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.
Prerequisite(s): EET 235

EET 241 - ELECTRONIC COMMUNICATIONS (3-3-4)

This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, if amplifiers and detectors. Some basic FCC rules and regulations are also covered.
Prerequisite(s): EET 131

EET 273 - ELECTRONICS SENIOR PROJECT (0-3-1) – MISSING FROM JANE'S

This course includes the construction and testing of an instructor-approved project.
Prerequisite(s): EET 141

EGR 104 - ENGINEERING TECHNOLOGY FOUNDATIONS (3-0-3)

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.
Prerequisite(s): ENG 032, MAT 032, RDG 032
Co-requisite(s): MAT 102

EGR 112 - ENGINEERING PROGRAMMING (2-3-3)

This course covers interactive computing and the basic concepts of programming.
Prerequisite(s): ENG 032, MAT 032, RDG 032
Co-requisite(s): MAT 102

EGR 175 - MANUFACTURING PROCESSES (3-0-3)

This course includes the processes, alternatives, and operations in the manufacturing environment.
Prerequisite(s): or Co-requisite: MAT 110

EGR 269 - ENGINEERING DISCIPLINES AND SKILLS (1-3-2)

This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.
Prerequisite(s): MAT 110

EGR 270 - INTRODUCTION TO ENGINEERING (2-3-3)

(Transfer course) this course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

EGT 102 - TECHNICAL DRAWING (2-0-2)

This course covers the application of drawing equipment and drawing techniques in the preparation of multiview orthographic, pictorial, working and/or assembly drawings. Basic methods for dimensioning, tolerancing, sectioning and fit of mating parts as performed in industrial fabrication and assembly practices are included.
Prerequisites – MAT 032, RDG 032, ENG 032

EGT 104 - PRINT READING (3-0-3)

This course covers the interpretation of industrial drawings.

EGT 108 - ADVANCED PRINT READING AND SKETCHING (2-0-2)

This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.
Prerequisite(s): EGT 104

EGT 110 - ENGINEERING GRAPHICS I(1-9-4)

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.
Prerequisite(s): MAT 032, RDG 032, ENG 032

EGT 111 - MECHANICAL DRAWING I (0-6-2)

This course is an introduction to the principles and practices of mechanical drawing.
Prerequisite: Take EGT 150 or EGT 151

EGT 112 - MECHANICAL DRAWING II (2-3-3)

This course includes topics such as section views, auxiliary views, and threads and fasteners.
Prerequisite: Take EGT-110 or EGT-11

EGT 123 - INDUSTRIAL PRINT READING (1-3-2)

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

EGT 125 - DESCRIPTIVE GEOMETRY (0-6-2)

This course is designed to aid in solving drafting problems associated with single or intersecting surfaces which are not necessarily placed in the principal planes in space.
Prerequisite: Take AET 111 or EGT 112

EGT 150 - BASIC CAD (0-6-2)

This course covers the basics of computer aided drafting, including hardware, software systems, and operating systems and development of skills for creating and plotting simple technical drawings.
Prerequisite(s): MAT 032, RDG 032, ENG 032

EGT 151 - INTRODUCTION TO CAD (3-0-3)

This course covers the operation of a computer aided drafting system. The course includes interaction with a cad station to produce technical drawings.
Prerequisite(s): MAT 032, RDG 032, ENG 032

EGT 152 - FUNDAMENTALS OF CAD (3-0-3)

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.
Co-requisite(s): EGT 108

EGT 155 - INTERMEDIATE CAD (1-3-2)

This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.
Prerequisite(s): EGT 150 or EGT 151

EGT 245 - PRINCIPLES OF PARAMETRIC CAD (2-3-3)

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.
Prerequisite: EGR 151 or EGT 152 with a minimum grade of “C”.

EGT 245 - PRINCIPLES OF PARAMETRIC CAD (3-0-3)

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.
Prerequisite: EGT 151 or EGT 152

EGT 265 - CAD/CAM APPLICATIONS (3-0-3)

This course includes applications using cad/cam routines.
Prerequisite: EGT 245

EMS 105 - EMERGENCY MEDICAL CARE I (2-6-4)

This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

EMS 106 - EMERGENCY MEDICAL CARE II (2-6-4)

This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.
Prerequisite(s): Successful completion of EMS 105

EMS 119 - EMERGENCY MEDICAL SERVICES OPERATIONS (1-3-2)

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 270 and EMS 272.

EMS 150 - INTRODUCTION TO ADVANCED CARE (2-9-5)

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 151

EMS 151 - PARAMEDIC CLINICAL I (0-6-2)

This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric, and behavioral patients.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 150

EMS 221 - PARAMEDIC INTERNSHIP II (0-9-3)

This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 240 and EMS 241.

EMS 230 - ADVANCED EMERGENCY MEDICAL CARE I (2-9-5)

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 231 and EMS 232

EMS 231 - PARAMEDIC CLINICAL II (0-6-2)

This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 230 and EMS 232

EMS 232 - PARAMEDIC INTERNSHIP I (0-6-2)

This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 230 and EMS 231

EMS 240 - ADVANCED EMERGENCY MEDICAL CARE II (2-9-5)

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 221 and EMS 241

EMS 241 - PARAMEDIC CLINICAL III (0-6-2)

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 221 and EMS 240

EMS 270 - NREMT REVIEW (2-6-4)

This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 119 and EMS 272

EMS 272 - PARAMEDIC CAPSTONE (0-12-4)

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 119 and EMS 270

ENG 031 - DEVELOPMENTAL ENGLISH (3-0-3)

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.
Co-requisite(s): ENG 032

ENG 032 - DEVELOPMENTAL ENGLISH (3-0-3)

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.
Co-requisite(s): ENG 031 (unless prior credit awarded)

ENG 100 - INTRODUCTION TO COMPOSITION (3-0-3)

This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit
(Non-degree credit)
Prerequisite: ENG 032

ENG 101 - ENGLISH COMPOSITION I (3-0-3)

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.
Prerequisite(s): RDG 100; and ENG 100 or ENG 165 with grade of "C" or better.

ENG 102 - ENGLISH COMPOSITION II (3-0-3)

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 110 - RHETORIC AND ADVANCED COMPOSITION (3-0-3)

This course includes complex readings, emphasizes critical reading and thinking, focuses on persuasion and argumentation, and expands upon students' research and documentation skills.
.Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 165 - PROFESSIONAL COMMUNICATIONS (3-0-3)

This course develops practical written, and oral professional communication skills.
Prerequisite(s): ENG 032, RDG 032 with grade of "C" or better.

ENG 201 - AMERICAN LITERATURE I (3-0-3)

This course is a study of American literature from the colonial period to the civil war.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 202 - AMERICAN LITERATURE II (3-0-3)

This course is a study of American literature from the civil war to the present.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 205 - ENGLISH LITERATURE I (3-0-3)

This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 206 - ENGLISH LITERATURE II (3-0-3)

This is a (college transfer) course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 208 - WORLD LITERATURE I (3-0-3)

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 209 - WORLD LITERATURE II (3-0-3)

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 228 - STUDIES IN FILM GENRE (3-0-3)

This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc) and countries will be viewed and analyzed.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

ENG 235 - SOUTHERN LITERATURE (3-0-3)

This course is a study of the South's intellectual and literary contributions to national and world literature.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 236 - AFRICAN AMERICAN LITERATURE (3-0-3)

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 238 - CREATIVE WRITING (3-0-3)

This course presents an introduction to creative writing in various genres.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 260 - ADVANCED TECHNICAL COMMUNICATIONS (3-0-3)

This course develops skills in research techniques and increases proficiency in technical communications.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 265 - ADVANCED PROFESSIONAL COMMUNICATIONS (3-0-3)

This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.
Prerequisite(s): ENG 101 with grade of "C" or better.

ESL 031 - DEVELOPMENTAL ENGLISH BASICS FOR ESL (3-0-3)

Intended for non-native English speaking students, this course focuses on listening/speaking skills, writing skills, and English grammar. Instruction includes grammar usage, mechanics, sentence structure, and basic writing of short compositions.
Corequisite(s): ESL 032

ESL 032 - DEVELOPMENTAL ENGLISH FOR ESL (3-0-3)

Intended for non-native speakers of English, this course intensively reviews grammar usage, mechanics, sentence structure, and the writing process. Instruction focuses on specific writing challenges of the ESL student.
Corequisite(s): ESL 031 (unless prior credit awarded)

ESL 100 - READING IN ENGLISH AS A SECOND LANGUAGE (3-0-3)

This course covers the application of basic reading skills to improve critical comprehension, higher order thinking skills, and standard academic vocabulary for students who are taking English as a Second Language.
Prerequisite(s): RDG 032

EVT 201 - ENVIRONMENTAL SCIENCE (3-0-3)

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.
Prerequisite(s): ENG 100, RDG 100, MAT 102 with minimum grade of C

EVT 261 - SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE (0-3- 1)

This course is designed to provide current topics to keep students abreast of state-of the-art concepts and applications in the EVT field. Students may wish to take this course offered in a lab format along with EVT-201 Environmental Science to transfer both courses as a four-credit lab science course. This course may be taken as a stand-alone course for students who may need a one credit course to complete requirements for graduation.

FRE 101 - ELEMENTARY FRENCH I (4-0-4)

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.
Prerequisite(s): ENG 100, RDG 032 with grade of "C" or better.

FRE 102 - ELEMENTARY FRENCH II (4-0-4)

This course continues the development of basic language skills and includes a study of French culture.
Prerequisite(s): FRE 101 with grade of "C" or better.

FRE 201 - INTERMEDIATE FRENCH I (3-0-3)

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): FRE 102 with grade of "C" or better.

FRE 202 - INTERMEDIATE FRENCH II (3-0-3)

This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): FRE 201 with grade of "C" or better.

GEO 101 - INTRODUCTION TO GEOGRAPHY (3-0-3)

This course is an introduction to the principles and methods of geographic inquiry.
Prerequisite(s): ENG 032, RDG 032

GEO 102 - WORLD GEOGRAPHY (3-0-3)

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.
Prerequisite(s): ENG 032, RDG 032

GER 101 - ELEMENTARY GERMAN I (4-0-4)

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.
Prerequisite(s): ENG 100, RDG 032 with a minimum grade of “C.”

GER 102 - ELEMENTARY GERMAN II (4-0-4)

This course continues the development of the four basic language skills and the study of German culture.
Prerequisite(s): GER 101 with grade of "C" or better.

GER 201 - INTERMEDIATE GERMAN I (3-0-3)

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): GER 102 with grade of "C" or better.

GER 202 - INTERMEDIATE GERMAN II (3-0-3)

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): GER 201 with grade of "C" or better.

HIM 102 - INTRODUCTION TO CODING AND CLASSIFICATION SYSTEMS (1-0-1)

This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics, and the beginning foundation of the study of disease.
Prerequisite(s): Admission into the Medical Coding and Reimbursement Specialist Program
Co-requisite(s): AHS 102 and AHS 104

HIM 105 - MEDICAL OFFICE COMMUNICATION AND PRACTICES (3-0-3)

This course is the study of the principles of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.
Prerequisite: AHS 102 and AOT 141
Co-requisite(s): AOT 164, MED 109

HIM 115 - MEDICAL RECORDS AND THE LAW (2-0-2)

This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.
Prerequisite: BUS 121

HIM 130 - BILLING AND REIMBURSEMENT (3-0-3)

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prerequisite(s): AHS 102, AHS 104, HIM 102, AHS 121, HIM 216
Co-requisite(s): HIM 225

HIM 135 - MEDICAL PATHOLOGY (3-0-3)

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.
Prerequisite(s): AHS 102, AHS 104, AHS 121, HIM 130, HIM 216 and HIM 225
Co-requisite(s): HIM 150

HIM 140 - CURRENT PROCEDURAL TERMINOLOGY I (3-0-3)

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.
Prerequisite(s): AHS 102 and AOT 141 with a minimum grade of "C" or better.
Co-requisite(s): AOT 252

HIM 141 - CURRENT PROCEDURAL TERMINOLOGY II (3-0-3)

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.
Prerequisite(s): HIM 140 with a minimum grade of "C" or better.

HIM 150 - CODING PRACTICUM (3-0-3)

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prerequisite(s): AHS 102, AHS 104, AHS 121, AOT 180, HIM 102, HIM 216, HIM 130, HIM 225
Co-requisite(s): HIM 135 and HIM 250

HIM 216 - CODING AND CLASSIFICATION I (3-0-3)

This course includes a study of disease and procedural coding and classification systems.
Prerequisite(s): AHS 102, AHS 104, HIM 102
Co-requisite(s): AHS 121

HIM 225 - CODING AND CLASSIFICATION II (3-0-3)

This course provides a study of advanced coding and classification systems.
Prerequisite: AHS 102, AHS 104, AHS 121, HIM 102, HIM 216
Co-requisite(s): HIM 130

HIM 250 - CODING AND CLASSIFICATION III (3-0-3)

This course is study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.
Prerequisite: Completion of all prior program requirements.
Co-requisite(s): HIM 135 and HIM 150 with a "C" or higher.

HIS 101 - WESTERN CIVILIZATION TO 1689 (3-0-3)

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.
Prerequisite(s): ENG 100, RDG 100

HIS 102 - WESTERN CIVILIZATION POST 1689 (3-0-3)

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.
Prerequisite(s): ENG: 100, RDG 100

HIS 104 - WORLD HISTORY (3-0-3)

This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.
Prerequisite(s): ENG: 100, RDG 100

HIS 105 - WORLD HISTORY II (3-0-3)

This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political, and cultural aspects of each era.
Prerequisite(s): ENG: 100, RDG 100

HIS 112 - NONWESTERN CIVILIZATION (3-0-3)

This course is a survey of the major developments and characteristics of nonwestern civilizations and cultures in Asia, Africa, and the Americas.
Prerequisite(s): ENG 100, RDG 100

HIS 115 - AFRICAN-AMERICAN HISTORY (3-0-3)

This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals or groups.
Prerequisite(s): ENG 100, RDG 100

HIS 201 - AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG100 and RDG 100 with a minimum grade of “C”.

HIS 202 - AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 100 and RDG 100 with a minimum grade of “C”.

HOS 135 - INTRODUCTION TO DINING ROOM (2-3-3)

This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.
Prerequisites: Take ENG-032, MAT-032, and RDG 032 with a minimum grade of C.

HOS 156 - ALCOHOLIC BEVERAGE SERVICE AND THE LAW (1-0-1)

This course provides training intervention procedures to support the responsible service of alcohol. Emphasis is placed on the consequences and legal liabilities of failure to serve alcohol in a responsible manner.
Prerequisite(s): None

HOS 255 - FOOD SERVICE MANAGEMENT (3-0-3)

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations
Prerequisite: HOS 104

HOS 264 - FOOD AND BEVERAGE PAIRING (3-0-3)

This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on sales, service and profitability.
Prerequisite(s): CUL 135 with a minimum grade of “C” or Permission of Program Director

HRT 101 - INTRODUCTION TO HORTICULTURE (3-0-3)

This course covers the basic principles of horticulture as it relates to commercial production. It includes a survey of the important areas of horticulture, including nursery production and sales, greenhouse operations, landscaping, turf, fruits, and vegetables.
Prerequisite(s): ENG 032, RDG 032

HRT 102 - LANDSCAPE DESIGN (3-3-4)

This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.
Prerequisite(s): HRT 105, MAT 032

HRT 104 - LANDSCAPE DESIGN AND IMPLEMENTATION (3-0-3)

This course is a study of landscape design and drafting as well as landscape installation techniques.
Prerequisite(s): MAT 032

HRT 105 - LANDSCAPE PLANT MATERIALS (3-3-4)

This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.
Prerequisite(s): RDG 032

HRT 108 - ANNUALS AND PERENNIALS (2-0-2)

This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, and culture.

HRT 110 - PLANT FORM AND FUNCTION (3-3-4)

This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.
Prerequisite(s): ENG 032, RDG 100

HRT 113 - PLANT MATERIALS (3-0-3)

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
Prerequisite(s): RDG 032 or permission

HRT 121 - COMMERCIAL IRRIGATION (3-0-3)

This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.
Prerequisite(s): MAT 032 or permission

HRT 125 - SOILS (3-3-4)

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.
Prerequisite(s): MAT 032, RDG 100

HRT 132 - NURSERY OPERATION (2-3-3)

This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.

HRT 139 - PLANT PROPAGATION (2-3-3)

This course is a study of the fundamental principles and techniques involved in plant propagation.
Prerequisite(s): RDG 032

HRT 141 - HORTICULTURE PEST CONTROL (3-3-4)

This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.
Prerequisite(s): MAT 032, RDG 032

HRT 144 - PLANT PESTS (3-0-3)

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.
Prerequisite(s): MAT 032

HRT 153 - LANDSCAPE CONSTRUCTION (3-0-3)

This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete, and brick landscape structures. The course includes landscape lighting, water gardening and planting.
Prerequisite(s): MAT 032

HRT 154 - GROUNDS MAINTENANCE (3-0-3)

This course covers cost estimation of a landscape design and its maintenance, preparation of contracts, and development and implementation of maintenance schedules.
Prerequisite: MAT 032

HRT 169 - SUSTAINABILITY IN HORTICULTURE (3-0-3)

This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products. Emphasis will be given on preparing students for the SC Environmental Landscape Certification.
Prerequisite(s): ENG100 and RDG 100

HRT 200 - HORTICULTURE BUSINESS MANAGEMENT (3-0-3)

This course is a study of business management practices in horticulture. Customer relations, budget construction, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.

HRT 202 - HORTICULTURE CHEMICALS (2-0-2)

This course is a study of turf and landscape applications of herbicides, insecticides, growth regulators and fungicides. Emphasis is placed on mode of action, environmental impacts, and the strategic and practical use of current and new chemicals in the various turf and landscape industries.

HRT 223 - IRRIGATION (3-3-4)

This course includes the study and application of the design principles and materials used in horticultural irrigation.
Prerequisite(s): HRT 102

HRT 230 - GREENHOUSE TECHNOLOGY (3-3-4)

This course is the study of commercial greenhouse production techniques and facility management.
Prerequisite(s): HRT 110, HRT 108, MAT 032

HRT 235 - ADVANCED PLANT MATERIAL & COMPUTER ASSISTED DESIGN (3-0-3)

This course examines methods for incorporating under-used plant materials in landscapes of the Southeastern U.S. Emphasis is placed on plants not commonly used in Southeastern landscapes. Students will analyze content to assist with the development of skills in digital landscape design.
Prerequisites: ENG 100 and RDG 100, HRT 105/113 and HRT 102/104 or by Permission

HRT 241 - TURF MANAGEMENT (2-3-3)

This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.
Prerequisite(s): MAT 032, RDG 032

HRT 253 - LANDSCAPE INSTALLATION (3-3-4)

This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.
Prerequisite(s): HRT 102

HRT 255 - URBAN TREE CARE (3-3-3)

This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.
Prerequisite(s): HRT 105, HRT 110

HRT 256 - LANDSCAPE MANAGEMENT (3-3-4)

This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.
Prerequisite(s): ENG 032, HRT 105, HRT 125, HRT 141

HRT 270 - SPECIAL TOPICS IN HORTICULTURE (3-0-3)

This course includes special topics in the area of horticulture.
Prerequisite(s): Instructor Permission

HRT 271 - SCWE IN HORTICULTURE (0-40-8.0)

This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required.
Prerequisite(s): Instructor Permission

HRT 272 - HORTICULTURE INTERNSHIP (0-20-4)

This course is an internship work experience at an approved site under the supervision of a horticulture faculty member and the employee.
Prerequisite(s): Must have completed one year horticulture and/or permission of the department chair.

HRT 273 - HORTICULTURE INTERSHIP (0-15-3)

This course is the study of a comprehensive supervised work experience in the Horticultural industry. Work in a related horticultural position under supervision of the instructor and employer is required.

HSS 101 - INTRODUCTION TO HUMANITIES (3-0-3)

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

HSS 111 - MYTH AND FOLKLORE OF HISPANIC/LATINO CULTURES (3-0-3)

This course introduces myths and folklore, and their influence on arts and culture, of Spanish-speaking peoples.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

HSS 205 - TECHNOLOGY AND SOCIETY (3-0-3)

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments. A survey of technological advances from ancient times to present will preface the 20th century focus.
Prerequisite(s): ENG 032, RDG 032

HUC 110 - HEALTH UNIT PROCEDURES I (3-12-7)

This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): AHS 102
Co-requisite(s): AHS 170

HUC 120 - HEALTH UNIT PROCEDURES II (2-18-8)

This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): Completion of prior program requirements with a "C" or higher.

HUS 101 - INTRODUCTION TO HUMAN SERVICES (3-0-3)

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.
Prerequisite(s): ENG 100, RDG 100

HUS 212 - SURVEY OF DISABILITIES AND DISORDERS (3-0-3)

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

HUS 213 - DEVELOPMENTAL DISABILITIES PROGRAM PLANNING (3-0-3)

This course explores the range of services that people with disabilities and their families currently use and the laws that both establish and regulate those services.

IDS 101 - HUMAN THOUGHT AND LEARNING (3-0-3)

This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.
Prerequisite(s): ENG 032, RDG 032

IDS 104 - CAREER EXPLORATION (1-0-1)

This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. [Note: This course is designed to plan and assess skills in math, writing, and reading in preparation for transition to teacher education programs. The simulated Praxis I test preparation will enable students to identify and build skills for the ETS Praxis I test.]

IDS 207 - CULTURAL EXPLORATION (3-0-3)

This course will explore the culture and environment of the country or region in which students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic, and cultural issues they experience.
Prerequisite: ENG 101 with a minimum grade of “C”.

IMT 102 - INDUSTRIAL SAFETY (2-0-2)

This course covers safety awareness and practices found in industry.

IMT 103 - PRECISION MEASURING (1-3-2)

This course covers the use of various precision measuring instruments commonly used in industry.

IMT 104 - SCHEMATICS (2-0-2)

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

IMT 108 - INTRODUCTION TO INDUSTRIAL TECHNOLOGY (1-3-2)

This course will provide information needed to help in choosing a career in selected industrial areas. The student will be subjected to some of the tasks and skills that would be expected of a person working in the field.

IMT 110 - INDUSTRIAL INSTRUMENTATION (2-3-3)

This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

IMT 112 - HAND TOOL OPERATIONS (2-3-3)

This course covers the use of hand tools and their applications in industrial and service areas.

IMT 120 - MECHANICAL INSTALLATIONS (3-6-5)

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment.

IMT 124 - PUMPS (1-3-2)

This course covers packings, seals, couplings, and alignment of pumps.

IMT 131 - HYDRAULICS AND PNEUMATICS (3-3-4)

This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 160 - PREVENTIVE MAINTENANCE (1-6-3)

This course covers preventive maintenance techniques.

IMT 161 - MECHANICAL POWER APPLICATIONS (2-6-4)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

IMT 163 - PROBLEM SOLVING FOR MECHANICAL APPLICATIONS (3-0-3)

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.

IMT 170 - STATISTICAL PROCESS CONTROL (3-0-3)

This course is a study of the concepts and charts used in quality control.

IMT 171 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION I (0-3-1)

This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 172 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION I I (0-3-1)

This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.

IMT 173 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION III (0-3-1)

This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.

IMT 174 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION IV (0-3-1)

This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs.

IST 166 - NETWORK FUNDAMENTALS (3-0-3)

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.
Prerequisite(s): ENG 032, RDG 032, MAT 032

IST 201 - CISCO INTERNETWORKING CONCEPTS (3-0-3)

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.
Prerequisite(s): ENG 100, IST 166, CPT 285, CPT 175 with a minimum grade of "C" or permission from department chair.

IST 202 - CISCO ROUTER FUNDAMENTALS (3-0-3)

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.
Prerequisite(s): IST 201 with a minimum grade of "C."

IST 203 - ADVANCED CISCO ROUTER CONFIGURATION (3-0-3)

This course is a study of configuring Cisco routers.
Prerequisite(s): IST 202 with a minimum grade of "C."

IST 204 - CISCO TROUBLESHOOTING (3-0-3)

This course is a study of troubleshooting network problems.
Prerequisite(s): IST 203 with a minimum grade of "C."

IST 222 - INTRODUCTION TO WEB PAGE PRODUCTION (3-0-3)

This course is designed to develop skills in using common office and web development software to produce webpage content.
Prerequisite(s): CPT 101 with a minimum grade of "C."

IST 226 - INTERNET PROGRAMMING (3-0-3)

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications.
Prerequisite: CPT-168 with a minimum grade of “C”.

IST 238 - ADVANCED TOOLS FOR WEBSITE DESIGN (3-0-3)

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.
Co-requisite(s) or Prerequisite(s): IST 222 with a minimum grade of "C."

IST 245 - LOCAL AREA NETWORKS (3-0-3)

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimile and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches.
Prerequisites: Take ENG -100, CPT 178, and CPT 255

IST 257 - LAN NETWORK SERVER TECHNOLOGIES (3–0-3)

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, print services, remote access, fault tolerance, backup and recovery.
Prerequisite(s): CPT 176, CPT 285 and IST 220 with a grade of "C" or better.

IST 261 -ADVANCED NETWORK ADMINISTRATION (3-0-3)

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.
Prerequisite(s): IST 204 with a minimum grade of "C."

IST 290 - SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3)

This course covers special topics in information sciences technologies.
Prerequisite(s): IST 204 with a minimum grade of "C."

IST 293 - IT AND DATA ASSURANCE I (3-0-3)

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.
Prerequisite(s): CPT 101 and IST 220 with a minimum grade of "C."

ITP 101 - INTRODUCTION TO INTERPRETING (3-0-3)

This course is the study of the profession of interpreting, the role and function of an interpreter, the National Registry of Interpreters Code of Ethics and Professionalism. The basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification processes are introduced.
Prerequisite(s): ENG 100

ITP 104 - INTERPRETING IN EDUCATIONAL SETTINGS (3-0-3)

This course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and postsecondary.
Prerequisite(s): ITP 101

ITP 110 - DISCOURSE ANALYSIS (3-0-3)

This course provides an introduction to discourse analysis of both ASL and English. Students will study general discourse issues as well as topics specific to ASL and spoken English. This course also outlines implications for accurate interpretation in analyzing the source and target languages.
Prerequisite(s): ASL 202 or approval of the Interpreter Training Program Director.

ITP 112 - TRANSLATION (3-0-3)

This course is an introduction to the study of meaning-based translation between ASL and English texts. It provides an extensive discussion of problems encountered in the translation process between the two languages.
Prerequisite(s): ASL 202 or approval of the Interpreter Training Program Director.

ITP 201 - DEAF HISTORY AND CULTURE (3-0-3)

This course is a study of the history and culture of Deaf people. The course explores language, education, community, and attitudinal changes toward Deaf people as a minority.
Prerequisite(s): ENG 032, RDG 032

ITP 204 - ENGLISH TO ASL INTERPRETING I (3-0-3)

This course introduces the concept of interpreting and establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.
Prerequisite(s): ITP 110 or approval of the Interpreter Training Program Director.

ITP 205 - ENGLISH TO ASL INTERPRETING II (3-0-3)

This course provides advanced studies in interpreting between spoken English and American Sign Language. The course enhances processing skills. Students will use consecutive and simultaneous forms of interpreting.
Prerequisite: ITP 204

ITP 206 - ASL TO ENGLISH INTERPRETING I (3-0-3)

This course is designed to teach students to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice, and intonation.
Prerequisite(s): ITP 110 or approval of the Interpreter Training Program Director.

ITP 207 - ASL TO ENGLISH INTERPRETING II (3-0-3)

This course is designed to offer advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice, and intonation while focusing on accurate interpretation of source language intent.
Prerequisite(s): ITP 206

ITP 212 - INTERPRETING IN SPECIAL SETTINGS (3-0-3)

This course is a study of basic theories for community interpreting in specialized settings and adapts the techniques used for individual consumer needs.
Prerequisite(s): ITP 110

ITP 214 - BUSINESS PRACTICES FOR INTERPRETING (3-0-3)

This course is a study of various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax agencies and planning, protecting oneself physically, current practices of interpreting services and how they impact the independent contractor.
Prerequisite(s): ITP 110

ITP 240 - INTERPRETING INTERNSHIP (1-6-3)

This course is designed to allow students to gain practical experience, assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.
Prerequisite(s): This course is taken during the student's last semester with the approval of the Interpreter Training Program Director.

MAT 031 - DEVELOPMENTAL MATHEMATICS BASICS (3-0-3)

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.
Co-requisite(s): MAT 032

MAT 032 - DEVELOPMENTAL MATHEMATICS (3-0-3)

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.
Co-requisite(s): MAT 031 (unless prior credit awarded)

MAT 101 - BEGINNING ALGEBRA (3-0-3)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.
Prerequisite(s): MAT 032, RDG 032

MAT 102 - INTERMEDIATE ALGEBRA (3-0-3)

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.
Prerequisite(s): ENG 032, RDG 100, MAT 101 or MAT 152 with a minimum grade of "C."

MAT 110 - COLLEGE ALGEBRA (3-0-3)

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prerequisite(s): MAT 102 or MAT 153 with a minimum grade of "C."

MAT 111 - COLLEGE TRIGONOMETRY (3-0-3)

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: College Algebra) part of description
Prerequisite(s): MAT 110 with a minimum grade of "C."

MAT 120 - PROBABILITY AND STATISTICS (3-0-3)

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.
Prerequisite(s): MAT 102 or MAT 153 with a minimum grade of "C."

MAT 130 - ELEMENTARY CALCULUS (3-0-3)

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: College Algebra) part of description
Prerequisite(s): MAT 110 with a minimum grade of "C."

MAT 132 - DISCRETE MATH (3-0-3)

This course includes the following topics: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.)
Prerequisite(s): MAT 110 with a minimum grade of "C."

MAT 140 - ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: a college algebra course and a college trigonometry course or pre-calculus)
Prerequisite(s): MAT 111 with a minimum grade of "C."

MAT 141 - ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: Analytical Geometry and Calculus I)
Prerequisite(s): MAT 140 with a minimum grade of "C."

MAT 152 - ELEMENTARY ALGEBRA (5-0-5)

This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing.
Prerequisite(s): MAT 032, RDG 032

MAT 153 - ELEMENTARY ALGEBRA II (5-0-5)

This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.
Prerequisite(s): ENG 032, RDG 100, MAT 101 or MAT 152 with a minimum grade of "C."

MAT 155 - CONTEMPORARY MATHEMATICS (3-0-3)

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.
Prerequisite(s): MAT 032, RDG 032

MAT 160 - MATH FOR BUSINESS AND FINANCE (3-0-3)

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.
Prerequisite(s): MAT 032, RDG 032

MAT 165 - BUSINESS STATISTICS (3-0-3)

This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability.

MAT 168 - GEOMETRY AND TRIGONOMETRY (3-0-3)

This course includes the following topics: points, lines, angles, and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.
Prerequisite(s): MAT 101 or MAT 152 with a minimum grade of "C."

MAT 170 - ALGEBRA, GEOMETRY, AND TRIGONOMETRY I (3-0-3)

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.
Prerequisites: MAT-032 and RDG-032 with a minimum grade of “C”.

MAT 211 - MATH FOR ELEMENTARY EDUCATION I (3-0-3)

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.
Prerequisite(s): ENG 100, RDG 100, MAT 102 or MAT 153 with a minimum grade of "C."

MAT 212 - MATH FOR ELEMENTARY EDUCATION II (3-0-3)

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.
Prerequisite(s): ENG 100, RDG 100, MAT 102 or MAT 153 with a minimum grade of "C."

MAT 215 - GEOMETRY (3-0-3)

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)
Prerequisite(s): ENG 100, RDG 100, MAT 102 or MAT 153 with a minimum grade of "C."

MAT 220 - ADVANCED STATISTICS (3-0-3)

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.
Prerequisite: MAT 120 with a minimum grade of "C."

MAT 240 - ANALYTIC GEOMETRY AND CALCULUS III (4-0-4)

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems. (Prerequisite: Analytical Geometry and Calculus II)
Prerequisite: MAT 141 with a minimum grade of "C."

MAT 242 - DIFFERENTIAL EQUATIONS (4-0-4)

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. (Prerequisite: Analytic Geometry and Calculus III)
Prerequisite: MAT 141 with a minimum grade of "C."

MED 102 - INTRODUCTION TO THE MEDICAL ASSISTING PROFESSION 11 (2-0-2)

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.
Prerequisite(s): Admission into the Medical Assisting Program.

MED 103 - MEDICAL ASSISTING INTRO (1-6-3)

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

MED 105 - MEDICAL OFFICE SKILLS I (3-6-5)

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): AHS 170, MED 102, MED 113, AND MED 118

MED 107 - MEDICAL OFFICE MANAGEMENT (4-0-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

MED 109 - MEDICAL BUSINESS RECORDS (3-0-3)

This course provides a study of record keeping procedures utilized in physicians' offices and other clinical facilities.
Co-Requisite(s): AOT 164 and HIM 105

MED 111 - MEDICAL ASSISTING ADMINISTRATIVE SKILLS (1-6-3)

This course provides a study of medical insurance coding, and transcription of medical reports.

MED 113 - BASIC LABORATORY TECHNIQUES (2-3-3)

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.
Prerequisites(s): Admission into the Medical Assisting Program.

MED 114 - MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.
Prerequisite(s): Successful completion of prior program requirements.

MED 115 - MEDICAL OFFICE LAB PROCEDURE (3-3-4)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities.

MED 116 - MEDICAL OFFICE LAB PROCEDURES II (3-3-4)

This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities.
Prerequisites(s): Successful completion of prior program requirements.

MED 118 - PHARMACOLOGY FOR THE MEDICAL ASSISTANT (3-3-4)

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.
Prerequisite(s): Successful completion of prior program requirements.

MED 120 - MEDICAL ASSISTANT EMERGENCY PREPAREDNESS (1-3-2)

This course provides instruction on critical elements of emergency preparedness in the medical office as well as community response in a bioemergency or natural disaster.
Prerequisites(s): Successful completion of prior program requirements.

MED 124 - MED COMPUTER PRACTICUM (2-3-3)

This course covers the use of medical software for accounting, billing, and patient records.

MED 125 - MEDICAL ASSISTING ADVANCED LABORATORY (1-3-2)

This course provides a continuation of the study of laboratory techniques commonly used in the physician office

MED 134 - MEDICAL ASSISTING FINANCIAL MANAGEMENT (1-3-2)

This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): MED 114, MED 116

MED 156 - CLINICAL EXPERIENCE I (1-15-6)

This course provides direct experience in a physician's office or other selected medical facilities.

MED 158 - CLINICAL OFFICE EXPERIENCE (2-18-8)

This course provides practical experience in selected clinical office settings.
Prerequisites(s): Successful completion of prior program requirements.(Instructor Consent)

MET 212 - KINEMATICS (2-3-3)

This course covers mathematical and drafting solutions of problems involving linkage motion and velocities and acceleration of points on common mechanical devices.
Prerequisite: MAT 176

MET 214 - FLUID MECHANICS (3-0-3)

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.
Prerequisite: MAT 110 with a minimum grade of “C”.

MET 224 - HYDRAULICS AND PNEUMATICS (2-3-3)

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.
Prerequisites(s): MAT 110

MET 227 - INSTRUMENTATION PRINCIPLES (2-0-2)

This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment.
Prerequisites(s): MAT 110

MGT 101 - PRINCIPLES OF MANAGEMENT (3-0-3)

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.
Prerequisite(s): ENG 032, RDG 032 with a minimum grade of "C."

MGT 110 - OFFICE MANAGEMENT (3-0-3)

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.
Prerequisite(s): ENG 032, MAT 032, and RDG 032 with a minimum grade of "C."

MGT 150 – FUNDAMENTALS OF SUPERVISION (3-0-3)

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.
Prerequisite(s): ENG 032, MAT 032, RDG 032 with a minimum grade of "C."

MGT 201 - HUMAN RESOURCE MANAGEMENT (3-0-3)

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.
Prerequisite(s): MAT 032, MGT 101 with a minimum grade of "C."

MGT 210 - EMPLOYEE SELECTION AND RETENTION (3-0-3)

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.
Prerequisite(s): MGT 201

MGT 230 - MANAGING INFORMATION RESOURCES (3-0-3)

This course is a study of the development, use and management of information resources, and systems in business and industry.
Prerequisite(s): CPT101

MGT 255 - ORGANIZATIONAL BEHAVIOR (3-0-3)

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.
Prerequisites: MGT 101

MGT 290 - SCWE IN MANAGEMENT (3-0-3)

This course is an application of management skills at an approved business site.
Prerequisite: Approval of the instructor

MKT 101 - MARKETING (3-0-3)

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.
Prerequisite(s): ENG 032, RDG 032 with a minimum grade of "C."

MKT 110 - RETAILING (3-0-3)

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.
Prerequisite(s): MAT 032, ENG 032, RDG 032 with a minimum grade of "C"

MKT 120 - SALES PRINCIPLES (3-0-3)

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
Prerequisite(s): MAT 032, ENG 032, RDG 032 with a minimum grade of "C."

MKT 123 - EVENT PLANNING AND PROMOTION (3-0-3)

This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.
Prerequisites: ENG 032, MAT 032, RDG 032 with a minimum grade of "C."

MKT 221 - SALES STRATEGIES (3-0-3)

This course is a study of the organization and function of sales management, with emphasis on sales forecasting and the hiring and training of sales personnel.
Prerequisite(s): ENG 032, RDG 032 with a minimum grade of "C."

MKT 240 - ADVERTISING (3-0-3)

This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.
Prerequisites: MKT 101 with a minimum grade of "C."

MLT 102 - FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY (2-3-3)

This course introduces basic concepts and procedures in medical laboratory technology.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 105 - MEDICAL MICROBIOLOGY (3-3-4)

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 110 - HEMATOLOGY (3-3-4)

This course provides a study of the basic principles of hematology, including hemoglobin, hematocrit, white and red counts, and identification of blood cells.
Prerequisite(s): Successful completion of prior program requirements.

MLT 115 - IMMUNOLOGY (2-3-3)

This course provides a study of the immune system, disease states, and the basic principles of immunological testing.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 120 - IMMUNOHEMATOLOGY (3-3-4)

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.
Prerequisite(s): Successful completion of prior program requirements.

MLT 130 - CLINICAL CHEMISTRY (3-3-4)

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prerequisite(s): Successful completion of prior program requirements.

MLT 205 - ADVANCED MICROBIOLOGY (3-3-4)

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 210 - ADVANCED HEMATOLOGY (3-3-4)

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.
Prerequisite(s): Successful completion of prior program requirements.

MLT 219 - CLINICAL INSTRUMENTATION (2-3-3)

This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation, and maintenance.
Prerequisite(s): Successful completion of prior program requirements.

MLT 241 - MEDICAL LAB TRANSITION (3-0-3)

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.
Prerequisite(s): Successful completion of prior program requirements.

MLT 251 - CLINICAL EXPERIENCE I (0-15-5)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 252 - CLINICAL EXPERIENCE II (0-15-5)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 270 - CLINICAL APPLICATIONS (3-27-12)

This course provides sequential practical experience in selected areas of a supervised clinical setting.
Prerequisite(s): Successful completion of prior program requirements.

MTH 120 - INTRODUCTION TO MASSAGE (3-3-4)

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced.
Prerequisite(s): Admission into the Therapeutic Massage Program.

MTH 121 - PRINCIPLES OF MASSAGE I (3-3-4)

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.
Prerequisite(s): Admission into the Therapeutic Massage Program.

MTH 122 - PRINCIPLES OF MASSAGE II (3-3-4)

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.
Prerequisite(s): Successful completion of prior program requirements.

MTH 123 - MASSAGE CLINICAL I (1-6-3)

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.
Prerequisite(s): Successful completion of prior program requirements.

MTH 124 - MASSAGE BUSINESS APPLICATION (3-0-3)

This course addresses the basic business skills necessary to operate a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.
Prerequisite(s): Successful completion of prior program requirements.

MTH 125 - MASSAGE EXTERNSHIP (1-9-4)

This course provides practical experience in local professional therapeutic massage settings which apply advanced massage therapy skills. Students observe facility and business operations under the close supervision of licensed massage therapists.
Prerequisite(s): Successful completion of prior program requirements.

MTH 126 - PATHOLOGY FOR MASSAGE THERAPY (2-0-2)

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.
Prerequisite(s): Successful completion of prior program requirements.

MTH 136 - KINESIOLOGY FOR MASSAGE THERAPY (2-0-2)

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effects of massage therapy on the way the body reacts during various activities.

MTT 101 - INTRODUCTION TO MACHINE TOOL (0-6-2) ELECTIVE

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

MTT 111 - MACHINE TOOL THEORY AND PRACTICE I (2-9-5)

This course is an introduction to the basic operation of machine shop equipment.
Co-requisite(s): EGT 104

MTT 112 - MACHINE TOOL THEORY AND PRACTICE II (2-9-5)

This course is a combination of the basic theory and operation of machine shop equipment.
Co-requisite(s): EGT 108
Prerequisite(s): MTT 111

MTT 113 - MACHINE TOOL THEORY AND PRACTICE III (2-9-5)

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.
Prerequisite(s): MTT 112

MTT 143 - PRECISION MEASUREMENTS (2-0-2) ELECTIVE

This course is a study of precision measuring instruments.

MTT 243 - ADVANCED DIMENSIONAL METROLOGY FOR MACHINISTS (3-0-3) ELECTIVE

This course is a study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensionsing/tolerancing, sine bars/plates for compound angles and more.

MTT 249 - INTRODUCTION TO CAM (3-0-3)

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.
Prerequisite(s): EGT 152, MAT 168, MTT 113, MTT 253

MTT 250 - PRINCIPLES OF CNC (3-0-3)

This course is an introduction to the coding used in CNC programming.
Prerequisite(s): EGT 152, MAT 168

MTT 253 - CNC PROGRAMMING AND OPERATIONS (0-9-3)

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.
Prerequisite(s): MTT 250 with a minimum grade of "C."

MTT 254 - CNC PROGRAMMING I (0-9-3)

This course is a study of CNC programming, including machine language and computer assisted programming.
Prerequisite(s): MTT 253 with a minimum grade of "C."

MTT 255 - CNC PROGRAMMING II (2-3-3)

This course includes CNC programming with simulated production conditions.
Prerequisite: MTT 254

MTT 256 - CNC PROGRAMMING III (2-3-3)

This course is a study of advanced CNC programming methods using multi-axis machining centers.
Prerequisite: MTT 254

MTT 258 - MACHINE TOOL CAM (3-0-3)

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.
Prerequisite: MTT 249

MTT 270 - OPERATIONS AND PROGRAMMING OF COORDINATE MEASURING MACHINES (3-0-3)

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).
Prerequisite(s): EGT 108, EGT 152, MAT 101, MTT 112

MTT 275 - INTRODUCTION TO NIMS CREDENTIALING (1-9-4)

This capstone course will acquaint students with the National Institute for Metalworking Skills (NIMS) credentialing process and will prepare students for the national credentialing examinations. Students will gain practical experience producing projects to the NIMS standards.
Prerequisite(s): EGT 152, MAT 168, MTT 113

MTT 285 - NIMS LEVEL I CAPSTONE (1-9-4)

This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS.
Prerequisite(s): MTT 275

MTT 290 - SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (3-0-3) ELECTIVE

This course is a study of current topics related to machine tool technology.

MUS 105 - MUSIC APPRECIATION (3-0-3)

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

NUR 106 - PHARMACOLOGIC BASICS IN NURSING PRACTICE (1-3-2)

This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 120 - BASIC NURSING CONCEPTS (3-12-7)

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 138 - BASIC HEALTH ASSESSMENT IN NURSING (1-3-2)

This course is a study of the cognitive, psychomotor, and technological skills necessary to perform a basic health assessment for adult clients.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 148 - OBSTETRIC, NEONATAL, AND WOMEN'S HEALTH NURSING (3-6-5)

This course focuses on the nursing care of low-risk and high-risk obstetric clients, low risk neonates and women throughout their life spans.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 165 - NURSING CONCEPTS AND CLINICAL PRACTICE I (3-9-6)

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 212 - NURSING CARE OF CHILDREN (2-6-4)

This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 214 - MENTAL HEALTH NURSING (2-6-4)

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 224 - ADVANCED ALTERATIONS IN HEALTH (0-3-1)

This course focuses on development of theoretical knowledge related to client-centered and family-centered nursing for selected clients with multi-system acute and chrome health problems across the lifespan. Emphasis is placed on the role of the nurse in clinical decisions-making.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 265 - NURSING CONCEPTS AND CLINICAL PRACTICE II (3-9-6)

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 270 - PRINCIPLES OF MANAGEMENT AND LEADERSHIP (0-3-1)

This course focuses on concepts and competencies related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 271 - MANAGEMENT AND LEADERSHIP PRACTICUM (0-6-2)

This course provides lab and clinical practice related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

PHI 101 - INTRODUCTION TO PHILOSOPHY (2-3-3)

This course includes a topical survey of the three main branches of philosophy -- epistemology, metaphysics, and ethics -- and the contemporary questions related to these fields.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

PHI 105 - INTRODUCTION TO LOGIC (3-0-3)

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

PHI 106 - LOGIC II INDUCTIVE REASONING (3-0-3)

This elementary logic course is an introduction to inductive reasoning. Patterns of inductive reasoning including analogical reasoning, inductive generalizations, scientific reasoning, and causal reasoning will be examined. Probability theory, decision analysis, and the criteria for the acceptability of inductive arguments will be covered also.

PHI 110 - ETHICS (3-0-3)

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

PHI 115 - CONTEMPORARY MORAL ISSUES (3-0-3)

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

PHM 101 - INTRODUCTION TO PHARMACY (2-3-3)

This course provides a study of and introduction to pharmacy and the role in providing patient care services.
Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 103 - PHARMACY LAW AND ETHICS (2-0-2)

This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of the patient.
Prerequisites: Take PHM-101, PHM-110, PHM-112, and PHM-114

PHM 109 - APPLIED PHARMACY PRACTICE (2-0-2)

This course is a study of the principles used in manipulation of data and materials in preparing and dispensing of drugs.

PHM 110 - PHARMACY PRACTICE (3-3-4)

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.
Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 111 - APPLIED PHARMACY PRACTICE LABORATORY (0-6-2)

This course is a study of laboratory based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): PHM 101, PHM 110, PHM 112, PHM 114

PHM 112 - PHARMACY MATH (2-0-2)

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.
Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 113 - PHARMACY TECHNICIAN MATH (3-0-3)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.
Prerequisite(s): Successful completion of prior program requirements.

PHM 114 - THERAPEUTIC AGENTS I (3-0-3)

This course provides an introductory study of therapeutic drug categories.
Prerequisite(s): Admission into program.

PHM 124 - THERAPEUTIC AGENTS II (3-0-3)

This course includes a study of therapeutic drug categories.
Prerequisite(s): Successful completion of prior program requirements.

PHM 151 - PHARAMCY CLINICAL EXPERIENCE (3-6-9)

This course provides practical application of pharmacy skills in medication packaging, intravenous fluid preparation, inventory control, and communication with other health care providers through clinical rotations in pharmacies.
Prerequisites: PHM-103, PHM-113, PHM-124, and PHM-250 with a minimum grade of “C”

PHM 164 - PHARMACY TECHNICIAN PRACTICUM II (1-9-4)

This course provides practical application of pharmacy skills in pharmacy environments.
Prerequisite(s): Successful completion of prior program requirements.

PHM 173 - PHARMACY TECHNICIAN PRACTICUM III (1-6-3)

This course includes practical experience in a working pharmacy environment.
Prerequisite(s): Successful completion of prior program requirements.

PHM 175 - PHARMACY TECHNICIAN PRACTICUM (3-0-3)

This course provides a study of an introduction to the pharmacy in providing patient care services.
Prerequisite: Take PHM-103, PHM-113, PHM-124, and PHM-250 with a minimum grade of “C”.

PHM 201 - PHARMACY MANAGEMENT (2-0-2)

This course will provide a study of managing personnel, materials, and work flow in a pharmacy.
Prerequisite: MGT 201

PHM 250 - SPECIAL TOPICS IN PHARMACY (2-3-3)

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.
Prerequisite: Take PHM-101, PHM-110, PHM-112, and PHM-114 with a minimum grade of “C”

PHS 101 - PHYSICAL SCIENCE I (3-3-4)

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.
Prerequisite(s): MAT 102 or MAT 153 with a minimum grade of "C."

PHS 102 - PHYSICAL SCIENCE II (3-3-4)

This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.
Prerequisite(s): PHS 101with a minimum grade of "C."

PHY 201 - PHYSICS I (3-3-4)

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): MAT 111 with a minimum grade of "C."

PHY 202 - PHYSICS II (3-3-4)

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): PHY 201 with a minimum grade of "C."

PHY 221 - UNIVERSITY PHYSICS I (3-3-4)

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.
Prerequisite(s): MAT 140 with a minimum grade of "C."

PHY 222 - UNIVERSITY PHYSICS II (3-3-4)

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.
Prerequisite(s): PHY 221 with a minimum grade of "C."

PSC 102 - SPECIAL TOPICS IN POLITICAL SCIENCE (2-0-2)

This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics.
Prerequisites: ENG 101 and approval of instructor

PSC 201 - AMERICAN GOVERNMENT (3-0-3)

This course is a study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.
Prerequisite(s): ENG 100 and RDG 100 with a minimum grade of “C”.

PSC 206 - POLITICS OF THE MIDDLE EAST (3-0-3)

This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.
Prerequisite: ENG 101 with a minimum grade of “C”.

PSC 215 - STATE AND LOCAL GOVERNMENT 3-0-3)

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.
Prerequisite(s): ENG 100, RDG 100

PSC 220 - INTRODUCTION TO INTERNATIONAL RELATIONS (3-0-3)

This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.
Prerequisite(s): ENG 100, RDG 100

PSY 201 - GENERAL PSYCHOLOGY (3-0-3)

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.
Prerequisite(s): ENG 100, MAT 032, RDG 032

PSY 203 - HUMAN GROWTH AND DEVELOPMENT (3-0-3)

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.
Prerequisite(s): PSY 201

PSY 212 - ABNORMAL PSYCHOLOGY (3-0-3)

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.
Prerequisite(s): PSY 201

PSY 214 - PSYCHOLOGY OF THE EXCEPTIONAL CHILD (3-0-3)

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.
Prerequisite(s): PSY 201

RAD 102 - PATIENT CARE PROCEDURES (2-0-2)

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.
Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 105 - RADIOGRAPHIC ANATOMY (4-0-4)

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.
Prerequisite(s): Admission into the Radiologic Technology Program.
Co-requisite(s): RAD 130

RAD 110 - RADIOGRAPHIC IMAGING I (2-3-3)

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prerequisite(s): Admission into the Radiologic Technology Program

RAD 115 - RADIOGRAPHIC IMAGING II (2-3-3)

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 121 - RADIOGRAPHIC PHYSICS (3-3-4)

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 130 - RADIOGRAPHIC PROCEDURES I (2-3-3)

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.
Prerequisite(s): Admission into the Radiologic Technology Program
Co-requisite(s): RAD 105

RAD 136 - RADIOGRAPHIC PROCEDURES II (2-3-3)

This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 153 - APPLIED RADIOGRAPHY I (0-9-3)

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.
Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 176 - APPLIED RADIOGRAPHY III (0-18-6)

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 201 - RADIATION BIOLOGY (1-3-2)

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher..

RAD 205 - RADIOGRAPHIC PATHOLOGY (2-0-2)

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 225 - SELECTED RADIOGRAPHIC TOPICS (1-3-2)

This course is a study of selected areas related to radiography.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 230 - RADIOGRAPHIC PROCEDURES III (2-3-3)

This course is a study of special radiographic procedures.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 256 - ADVANCED RADIOGRAPHY I (0-18-6)

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 268 - ADVANCED RADIOGRAPHY II (0-24-8)

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 278 - ADVANCED RADIOGRAPHY III (0-24-8)

This course includes routine and advanced radiographic procedures in the clinical environment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 282 - IMAGING PRACTICUM (2-0-2)

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 283 - IMAGING PRACTICUM (1-6-3)

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RDG 032 - DEVELOPMENTAL READING (3-0-3)

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 100 - CRITICAL READING (3-0-3)

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-degree credit
Prerequisite(s): RDG 032

REL 101 - INTRODUCTION TO RELIGION (3-0-3)

This course provides a study of religion and the nature of religious belief and practice.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

REL 104 - EARLY CHRISTIAN HISTORY AND LITERATURE (3-0-3)

This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contexts in which they were produced.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

REL 105 - EARLY JEWISH HISTORY AND LITERATURE (3-0-3)

This course provides a study of the Tanakh, the Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

REL 201 - RELIGIONS OF THE WORLD (3-0-3)

This course surveys the major religious traditions of the world.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

RES 111 - PATHOPHYSIOLOGY (1-3-2)

This course is a study of the general principles and analyses of normal and diseased states.
Prerequisite(s): Successful completion of prior program requirements.

RES 121 - RESPIRATORY SKILLS I (3-3-4)

This course includes a study of basic respiratory therapy procedures and their administration.
Prerequisite(s): Admission into the Respiratory Care Program.

RES 123 - CARDIOPULMONARY PHYSIOLOGY (3-0-3)

This course covers cardiopulmonary physiology and related systems.
Prerequisite(s): Successful completion of prior program requirements.

RES 131 - RESPIRATORY SKILLS II (3-3-4)

This course is a study of selected respiratory care procedures and applications.
Prerequisite(s): Successful completion of prior program requirements.

RES 141 - RESPIRATORY SKILLS III (2-3-3)

This course covers mechanical ventilation systems, pediatrics and associated monitors.
Prerequisite(s): Successful completion of prior program requirements.

RES 151 - CLINICAL APPLICATIONS I (0-15-5)

This course covers the fundamental respiratory care procedures in the hospital setting.
Prerequisite(s): Successful completion of prior program requirements.

RES 152 - CLINICAL APPLICATIONS II (0-9-3)

This course includes practice of respiratory care procedures in the hospital setting.
Prerequisite(s): Successful completion of prior program requirements.

RES 154 - CLINICAL APPLICATIONS II (0-12-4)

This course includes practice of respiratory care procedures in the hospital setting.

RES 204 - NEONATAL/PEDIATRIC CARE (3-0-3)

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.
Prerequisite(s): Successful completion of prior program requirements.

RES 232 - RESPIRATORY THERAPEUTICS (1-3-2)

This course is a study of specialty areas in respiratory care, including rehabilitation.
Prerequisite(s): Successful completion of prior program requirements.

RES 241 - RESPIRATORY CARE TRANSITION (1-0-1)

This course provides a comprehensive review of respiratory care.
Prerequisite(s): Successful completion of prior program requirements.

RES 242 - ADVANCED RESPIRATORY CARE TRANSITION (1-0-1)

Prerequisite(s): Successful completion of prior program requirements.

RES 244 - ADVANCED RESPIRATORY SKILLS I (3-3-4)

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prerequisite(s): Successful completion of prior program requirements.

RES 245 - ADVANCED RESPIRATORY SKILLS II (1-3-2)

This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.
Prerequisite(s): Successful completion of prior program requirements.

RES 246 - RESPIRATORY PHARMACOLOGY (1-3-2)

This course includes a study of pharmacologic agents used in cardiopulmonary care.
Prerequisite(s): Successful completion of prior program requirements.

RES 247 - ADVANCED RESPIRATORY PHARMACOLOGY (2-0-2)

This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prerequisite(s): Successful completion of prior program requirements.

RES 255 - CLINICAL PRACTICE (0-15-5)

This course includes clinical training with emphasis on intensive care.
Prerequisite(s): Successful completion of prior program requirements.

RES 275 - ADVANCED CLINICAL PRACTICE (0-15-5)

This course includes clinical practice in advanced patient care procedures.
Prerequisite(s): Successful completion of prior program requirements.

RES 277 - ADVANCED CLINICAL PRACTICE II (0-15-5)

This course is the study of the clinical practice of advanced patient care procedures.
Prerequisite(s): Successful completion of prior program requirements.

RPT 101 - INTRODUCTION TO RADIATION PROTECTION (1-0-1)

This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry.
Prerequisite(s): None

RPT 201 - POWER PLANT FUNDAMENTALS (4-0-4)

This course provides an introduction to the fundamental operation of a nuclear power plant and addresses administrative guidelines that govern plant operations.
Prerequisite(s): RPT 101, CHM 105 or CHM 111, CPT 174, ENG 260, SPC 209, PHS 102 or PHY 202 OR PHY 222, PHY 202 OR PHY 222 with a minimum grade of "C" in all classes

RPT 202 - FUNDAMENTAL PLANT SYSTEMS (1-0-1)

This course is the study of the purpose and function of the primary and secondary systems and components in nuclear power plants.
Prerequisite(s): RPT 201 with a minimum grade of "B."

RPT 203 - GENERAL EMPLOYEE TRAINING (3-0-3)

This course includes basic requirements in nuclear, industrial, and radiological safety needed for gaining unescorted access to a nuclear facility.
Prerequisite(s): RPT 202 with a minimum grade of "B".

RPT 204 - HUMAN RESOURCES AND ERROR REDUCTION (1-0-1)

This course provides an orientation of employer specific programs and processes and an overview of the skills necessary for preventing human error in the nuclear environment.
Prerequisite(s): None

RPT 205 - RADIATION DETECTION AND STANDARDS (2-0-2)

This course is the study of the instrumentation and principles used to detect radiation, the source of radiation in the plant, and the applicability of designated standards and guidelines to the job of the radiation protection technician.
Prerequisite(s): RPT 203 with a minimum grade of "B".

RPT 206 - RADIATION MONITORING AND EXPOSURE CONTROL (4-0-4)

This course is the study of equipment used to monitor personal exposure to ionizing radiation and methods used to minimize the amount of exposure received during the operation and maintenance of the plant.
Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 207 - CONTAMINATION CONTROL & INCIDENT PREVENTION (3-0-3)

This course is the study of methods used to control radioactive contamination on surfaces, liquid and gaseous effluents. Radiological events from operating experiences in the United States and other countries are also discussed.
Prerequisite(s): RPT 206 with a minimum grade of "B".

RPT 208 - RADIATION PROTECTION INTERNSHIP I (1-0-1)

This course provides an employer specific in-plant orientation and a list of expectations for completing the first internship at a nuclear power station. The intern evaluation form and task checklist will be discussed in terms of assisting in the performance of radiation protection activities.
Prerequisite(s): RPT 207 with a minimum grade of "B."

RPT 210 - SCWE IN RADIATION PROTECTION INTERNSHIP I (0-16-4)

This practical experience provides introductory "hands on" applications for performing basic radiation protection surveillance and control activities. During this internship the student will assist senior qualified technicians in the performance of these duties. Direct oversight is required.
Prerequisite(s): RPT 208 with a minimum grade of "B".

RPT 212 - ON JOB TRAINING AND TASK PERFORMANCE EVALUATION PREPARATION (1-0-1)

This course covers nuclear industry process requirements for conducting on the job training (OJT) and task performance evaluations (TPE); it also orients the students to computer applications and knowledge elements for performing basic radiation protection tasks.
Prerequisite(s): RPT 210 with a minimum grade of "B".

RPT 213 - OJT/TPE ON STANDARDIZED TASKS (6-0-6)

This course includes on the job training & task performance evaluations of these tasks: taking, counting, & recording surveys; use of Alpha and Beta Gamma Smear Counters; posting & RCZ construction; control & storage of radioactive materials; monitoring and coaching workers entering/exiting RCA/RCZ
Prerequisite(s): RPT 212 with a minimum grade of "B".

RPT 216 - RADIATION PROTECTION INTERNSHIP II (1-0-1)

This course provides an employer specific in-plant orientation and a list of expectations for completing the second internship at a nuclear power station; the intern evaluation form and the intern task checklist will be discussed in terms of performing the tasks mastered in OJT/TPE.
Prerequisite(s): RPT 213 with a minimum grade of "B".

RPT 218 - SCWE IN RADIATION PROTECTION INTERNSHIP II (0-16-4)

This practical experience provides hands on applications for performing basic radiation protection surveillance and control activities. During this internship the student will perform the tasks mastered in OJT/TPE courses. Direct oversight by qualified personnel is required.
Prerequisite(s): RPT 216 with a minimum grade of "B".

SAC 101 - BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS (3-0-3)

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SOC 101 - INTRODUCTION TO SOCIOLOGY (3-0-3)

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.
Prerequisite(s): ENG 100, RDG 100

SOC 102 - MARRIAGE AND THE FAMILY (3-0-3)

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.
Pre-Requisites: SOC 101 WITH A C OR BETTER

SOC 205 - SOCIAL PROBLEMS (3-0-3)

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.
Prerequisite(s): SOC 101 with grade of "C" or better.

SPA 101 - ELEMENTARY SPANISH I (4-0-4)

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.
Prerequisite(s): ENG 100, RDG 032 with grade of "C" or better.

SPA 102 - ELEMENTARY SPANISH II (4-0-4)

This course continues development of the basic language skills and the study of Hispanic cultures.
Prerequisite(s): SPA 101 with grade of "C" or better.

SPA 103 - BEGINNING CONVERSATIONAL SPANISH I (2-0-2)

This course focuses on vocabulary and basic communication skills.
Prerequisites: ENG 032 and RDG 032 with grade of "C" or better.

SPA 104 - BEGINNING CONVERSATIONAL SPANISH II (2-0-2)

This course focuses on continued vocabulary and basic communication skills development.
Prerequisites: ENG 032 and RDG 032 with grade of "C" or better.

SPA 105 - CONVERSATIONAL SPANISH (3-0-3)

This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.
Prerequisite(s): ENG 100, RDG 032 with grade of "C" or better.

SPA 201 - INTERMEDIATE SPANISH I (3-0-3)

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite(s): SPA 102 with grade of "C" or better.

SPA 202 - INTERMEDIATE SPANISH II (3-0-3)

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPC 205 - PUBLIC SPEAKING (3-0-3)

This course is an introduction to principles of public speaking with application of speaking skills.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

SPC 208 - INTERCULTURAL COMMUNICATION (3-0-3)

This course is an introduction to the theory and practice of "difference-based" communication--the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

SPC 209 - INTERPERSONAL COMMUNICATION (3-0-3)

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

SPC 212 - SURVEY OF MASS COMMUNICATION (3-0-3)

This course is a survey of the development of media and its influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film and their impact on American culture. Students will critique mass media using modern methodology.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

SPC 280 - ORGANIZATIONAL COMMUNICATION (3-0-3)

This course focuses on communication dynamics within organizational settings. Topics include leadership, small group communication, ethics, and conflict resolution.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

SPC 285 - ADVANCED PUBLIC SPEAKING (3-0-3)

This course continues the study of principles of public speaking with application of speaking skills. Emphasis will be placed on a deeper understanding of communication theory and on attainment of skills in incorporating media in presentations.
Prerequisite(s): ENG 101, SPC 205 with grade of "C" or better.

SUR 101 - INTRODUCTION TO SURGICAL TECHNOLOGY (4-3-5)

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 102 - APPLIED SURGICAL TECHNOLOGY (1-12-5)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 103 - SURGICAL PROCEDURES I (2-6-4)

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

SUR 106 - ADVANCED SURGICAL PROCEDURES (2-0-2)

This course is a study of advanced surgical procedures.
Prerequisite(s): Successful completion of prior program requirements.

SUR 107 - SURGICAL SPECIALTY PROCEDURES (3-0-3)

This course is a study of the various surgical specialties.
Prerequisite(s): Successful completion of prior program requirements.

SUR 108 - SURGICAL ANATOMY I (2-3-3)

This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 109 - SURGICAL ANATOMY II (2-3-3)

This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Successful completion of prior program requirements.

SUR 110 - INTRO TO SURGICAL PRACTICUM (0-15-5)

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

SUR 112 - SURGICAL PRACTICUM I (0-12-4)

This course includes the application of perioperative theory under clinical supervision.
Prerequisite(s): Successful completion of prior program requirements.

SUR 114 - SURGICAL SPECIALTY PRACTICUM (0-21-7)

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.
Prerequisite(s): Successful completion of prior program requirements.

SUR 116 - BASIC SURGICAL PROCEDURES (1-6-3)

This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.
Prerequisites: Successful completion of prior program requirements.

SUR 120 - SURGICAL SEMINAR (2-0-2)

This course includes the comprehensive correlation of theory and practice in the perioperative role.
Prerequisite(s): Successful completion of prior program requirements.

SUR 130 - BIOMEDICAL SCIENCE FOR THE SURGICAL TECHNICIAN (1-0-1)

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

THE 101 - INTRODUCTION TO THEATRE (3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite(s): ENG 100, RDG 100 with grade of "C" or better.

THE 105 - FUNDAMENTALS OF ACTING (3-0-3)

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.
Prerequisite(s): ENG 100, RDG 100 with a C or better

THE 220 - THEATRE LABORATORY I (1-0-1)

This course is supervised participation in theatrical productions.

THE 225 - THEATRE PRODUCTION (3-0-3)

This course includes the study and application of all processes of a theatrical production from "page to stage" culminating in a production performance.
Prerequisites: Take THE-101 or THE-105 or ART-111 with a minimum grade of “C”.

WLD 102 - INTRODUCTION TO WELDING (1-3-2)

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.
Prerequisite(s): Permission from welding department chair

WLD 103 - PRINT READING I (1-0-1)

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 - PRINT READING II (1-0-1)

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.
Prerequisite(s): WLD 10 WLD 106

WLD 106 - GAS AND ARC WELDING (2-6-4)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.
Prerequisite(s): Permission from welding department chair

WLD 113 - ARC WELDING II (2-6-4)

This course is a study of arc welding of ferrous and/or non-ferrous metals.
Prerequisite: WLD 106 or permission.

WLD 115 - ARC WELDING III (2-6-4)

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.
Prerequisite(s): WLD 113

WLD 117 - SPECIALIZED ARC WELDING (2-6-4)

This course covers arc welding processes for industrial purposes.
Prerequisite(s): WLD 115

WLD 132 - INERT GAS WELDING FERROUS (2-6-4)

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.
Prerequisite(s): WLD 117

WLD 136 - ADVANCED INERT GAS WELDING (1-3-2)

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.
Prerequisite(s): WLD 132

WLD 154 - PIPE FITTING AND WELDING (3-3-4)

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

WLD 208 - ADVANCED PIPE WELDING (2-3-3)

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.
Prerequisite(s): WLD 136

WLD 212 - DESTRUCTIVE TESTING (1-3-2)

This course covers the destructive testing methods used in the evaluation of welds.
Prerequisite(s): Permission from welding department chair**.**

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